JACKSON: The Civil Service of Canada in 1930: 2. Bk. 2.

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MARINE

Prof. Jackson

[Jackson, Gilbert
The Civil Service of Canada in 1930. Positions, salary scales and numbers of appointments for each department. V. 2, book 2: Dept. of Marine.]

Prepared as a data paper for the Royal Commission on Technical and Professional Services, 1929 - 30.

ELECTRICAL ENGINEER (RADIO)

DEFINITION OF CLASS:

Under the Senior Radio Electrical Engineer, to be responsible for preparation of plans, estimates and specifications for the installation of radio stations and apparatus and plant appertaining thereto for the Department of Marine ; to supervise the erection of stations and apparatus; to undertake research and development work in connection with radio; to inspect and carry out acceptance tests of radio equipment and apparatus before same is taken over from contractors; and to perform other related work as required.

QUALIFICATIONS:

Graduation in electrical engineering from a school of applied science of recognized standing, with at least five years experience in the design, estimate and installation of radio and electrical equipment, two years of which shall have been in a position of professional responsibility; a thorough knowledge of the theory and practice of radio; tact, good judgment and ability to handle men; preference will be given to applicants who have,

(1) Thorough knowledge of the French language.
(2) Ability to operate in the International Morse Code.
(3) Had experience in research in radio or allied lines.
(4) Knowledge of power distribution systems.

COMPENSATION:

Annual: $2,760 2,880 3,000 3,120.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ELECTRICAL ENGINEER (RADIO)

DEFINITION OF CLASS:

Under the Senior Radio Electrical Engineer, to be responsible for preparation of plans, estimates and specifications for the installation of radio stations and apparatus and plant appertaining thereto for the Department of Marine; to supervise the erection of stations and apparatus; to undertake research and development work in connection with radio; to inspect and carry out acceptance tests of radio equipment and apparatus before same is taken over from contractors; and to perform other related work as required.

QUALIFICATIONS:

Graduation in electrical engineering from a school of applied science of recognized standing, with at least five years experience in the design, estimate and installation of radio and electrical equipment, two years of which shall have been in a position of professional responsibility; a thorough knowledge of the theory and practice of radio; tact, good judgment and ability to handle men; preference will be given to applicants who have:

(1) Thorough knowledge of the French language.
(2) Ability to operate in the International Morse Code.
(3) Had experience in research in radio or allied lines.
(4) Knowledge of power distribution systems.

COMPENSATION:

Annual: $2,760 2,880 3,000 3,120.

Approved — Civil Service Commission
Certified Correct -- Deputy Minister

ELECTRIC OPERATORS

(MARINE)

DEFINITION OF CLASS:

Under direction, to operate and care for generators, switchboards, switches and other auxiliary electrical apparatus of a power or lighting station; and to perform other related work as required.

QUALIFICATIONS:

Primary school and preferably high school education; at least one year of experience as operator in a central power or lighting station; familiarity with the construction of various kinds of knife and wire switches, circuit breakers and switchboard instruments; carefulness; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

ELECTRIC OPERATORS

(MARINE)

DEFINITION OF DUTIES:

Under direction, to operate and care for generators, switchboards, switches and other auxiliary electrical apparatus of a power or lighting station; and to perform other related work as required.

QUALIFICATIONS:

Primary school and preferably high school education; at least one year of experience as operator in a central power or lighting station; familiarity with the construction of various kinds of knit and wire switches, circuit breakers and switchboard instruments; carefulness; good physical condition.

COMPENSATION:

Prevailing rates.

ELEVATOR OPERATOR

DEFINITION OF CLASS:

Under direction, to operate a passenger or freight elevator; to assist in keeping an elevator in good running condition; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; preferably some experience in operating an elevator; thorough understanding of the operation of hydraulic or electrically driven passenger or freight elevators; ability to make minor repairs; good physical condition.

COMPENSATION:

Annual: $1,080 1,140 1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ENGINEER AND WATCHMAN

(MARINE)

DEFINITION OF CLASS:

To operate and maintain or to assist in operating and maintaining steam heating and power plant of the Shipyard, and to keep watch over such plant to insure that there shall be no interference therewith, during an assigned period; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a stationary engineer's certificate; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

ENGINEERING CLERK

DEFINITION OF CLASS:

Under supervision, to make mathematical calculations and computations in connection with engineering work; to check engineering pay lists and progress estimates; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either a course of two years in engineering at a school of applied science of recognized standing with one year of experience as Junior Engineering Clerk or three years of experience as Junior Engineering Clerk; preferably wide knowledge of the Dominion land surveys system and geodetic procedure.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

For seasonal positions prevailing rates, which for the present shall be between $3,50 and $4,50 per day with subsistence in the field..

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ENGINEER, ST. LAWRENCE SHIP CHANNEL

DEFINITION OF CLASS:

To have charge of a major phase of the engineering work of the St. Lawrence Ship Channel; to supervise and carry out survey, dredging, maintenance, ice-breaking, buoy-laying and removal, and other engineering works as directed; to act for a senior officer in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing, with at least five years of engineering experience, preferably river orharbour improvement or hydrographic surveying work, three years of which shall have been in a position of professional responsibility, or seven years of practical engineering experience in river or harbour improvement work, four years of which shall have been in a position of professional responsibility; firmness, tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $3,120 3,240 3,360 3,480 3,600 3,720.

Approved -- Civil Service Commission
Deputy's Description -- over

ENGINEER, ST. LAWRENCE SHIP CHANNEL

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To have charge of a major phase of the engineering work of the St. Lawrence Ship Channel; to supervise and to make surveys; to prepare plans, calculations and estimates, and to supervise and carry out dredging, maintenance, ice-breaking, placing of aids, sweeping and wrecking operations, as directed; and to perform other related work as required.

EXAMINER OF MASTERS AND MATES

DEFINITION OF CLASS:

To be responsible, under direction, for the holding of examinations for various classes of navigation certificates issued by the Department of Marine; to examine the testimonials of candidates; to hold written and oral examinations, correct and rate examination papers, and make recommendations relative to the issue of certificates; to receive and deposit in the bank fees for such examinations; to handle correspondence and prepare reports, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; experience in navigation; a master's certificate of competency; familiarity with examination methods and ability to conduct examinations for the various grades of navigation certificates; keen and impartial judgment; tact.

COMPENSATION:

Annual: $1,560 1,680 1,800 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

FIFTH ENGINEER

DEFINITION OF CLASS:

To assume such responsibilities as may be assigned by superior officers in caring for and operating a vessel's power and machinery equipment.

QUALIFICATIONS:

Primary school education; a valid and recognized engineer's certificate of competency for the class and kind of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

FIREMAN

DEFINITION OF CLASS:

Under direction, to fire boilers in a power plant or public building or on movable steam equipment, or to supervise others in such work; to maintain an even fire bed with economic use of fuel and maintain the steam at the proper pressure; to operate, blow off, keep in good condition, and clean boilers; to operate and care for injectors, steam and water gauges, feed water heaters and pumps, and other appliances; to clean boiler tubes with compressed air or steam; to make operating repairs to boilers; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least one year of experience in firing and attending the kind of boiler and equipment in question; good physical condition.

COMPENSATION:

Annual: $1,140 1,200 1,260.

For positions outside Ottawa where, in the opinion of the Civil Service Commission, the compensation now provided is inadequate, prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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[illegible]

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FIRST OFFICER

DEFINITION OF CLASS:

To exercise control, under the Master, over the care and navigation of a steamer engaged in removing snags, attending to lights and buoys or breaking ice; and to perform other related work as required.

QUALIFICATIONS:

A valid and recognized mate's or master's certificate of competency for the class of waters in question; particular knowledge of the waters and the service in which the vessel is engaged.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

FOREMAN MECHANIC, GRADE 2, MARINE SIGNALS

DEFINITION OF CLASS:

Under the direction of the Inspector, Marine Signals, or Superintendent of Lights, to supervise the installation, alteration and repair of fog alarm machinery, lighthouse and auxiliary gear and structures; to instruct fog alarm and lightkeepers in the use, care and operation of internal combustion engines, small steam power plants, electric motors and wiring, small hydraulic power generating plants, air compressors and auxiliary equipment; to direct the manufacture and repair of marine signal equipment; to make estimates of supplies; to have charge of materials and equipment and to keep records thereof; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least five years of experience as a Mechanic, Marine Signals, or two years of experience as Foreman Mechanic, Grade 1, Marine Signals, or in work of similar character and standard; thorough familiarity with the marine signal apparatus; demonstrated ability to install machinery, to erect minor fabricated structures, and to effect running repairs to marine signal apparatus and their power plants; ability to instruct operators in the use, care and operation of equipment and in effecting minor repairs; ability to manage men; good physical condition.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800 1,860 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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FOREMAN MECHANIC, GRADE 1, MARINE SIGNALS

DEFINITION OF CLASS:

Under the direction of the Inspector, Marine Signals, or Superintendent of Lights, to supervise the overhauling, repairing, assembling and erection of marine signal apparatus; to direct the making and repairing of wooden spar buoys, signal towers, illuminating apparatus, and other signal equipment; to instruct light and fog alarm keepers in the use, care and operation of signal apparatus; to draw up estimates of supplies and to have charge of materials and equipment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least three years of experience as a Mechanic, Marine Signals, or in work of similar character and standard; thorough familiarity with the construction and repair of modern marine signal apparatus; ability to manage men; good physical condition.

COMPENSATION:

Annual: $1,440 1,500 1,560 1,620 1,680.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

FOREMAN OF DREDGES

(MARINE)

DEFINITION OF CLASS:

To supervise and be responsible for the construction and general repair of dredging and other vessels; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of experience as a foreman of ship maintenance and construction; supervisory ability; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

FOURTH ENGINEER

DEFINITION OF CLASS:

To perform such tasks in connection with the care and operation of a vessel's power and machinery equipment as may be assigned by superior officers.

QUALIFICATIONS:

Primary school education; a valid and recognized engineer's certificate of competency for the kind and class of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

GASMAN

DEFINITION OF CLASS:

To charge, clean and adjust lanterns and make minor repairs to gas buoys and their apparatus; and to perform other related tasks as assigned.

QUALIFICATIONS:

Primary school education; rating as Able Seaman; at least one year of experience aboard a ship engaged in the light and buoy service; knowledge of gas buoy apparatus and operations; good physical condition; sobriety; age not more than 40 and preferably not more than 30 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

GAS TUG ENGINEER

DEFINITION OF CLASS:

To take charge of the care and operation of a small power boat of any description; and to perform other related work as required.

QUALIFICATIONS:

Preferably primary school education; thorough knowledge of seamanship; ability to handle small power craft under all conditions of weather; familiarity with ship, flag, light and weather signals; familiarity with the waters in question; knowledge of the operation and maintenance of a power boat marine engine.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

GENERAL CONSTRUCTION FOREMAN

DEFINITION OF CLASS:

To supervise and direct general construction work in all its branches; to supervise Construction Foremen in excavating operations, mixing and pouring concrete, building concrete forms, driving piles, constructing coffer dams, building roads, laying track, building foundations, laying brick and masonry, erecting steel frame work, doing interior finishing, installing plumbing and electrical fixtures, and installing machinery; to direct the installation and maintenance of such construction plant equipment as derricks, excavators, boilers, pumps and compressors; to employ necessary labourers, mechanics and foreman; to direct clerical work in connection with the work in question; to make progress and other reports to the engineer in charge and the head of the department; to order all required materials and supplies; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least six years of experience as foreman in some of the various branches of construction work enumerated above; preferably knowledge of engineering; executive ability; good physical condition.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400 2,520.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

GENERAL EXECUTIVE ASSISTANT, DEPARTMENT OF MARINE

DEFINITION OF CLASS:

As directed, to assist the Deputy Minister in matters of organization, administration, finance and economy, and to supervise and direct the administration and operations of branches and establishments, as delegated; in the absence of the Assistant Deputy Minister, to act in his place; to advise in respect to marine insurance and kindred matters and to handle correspondence in connection therewith; to advise on foreign relationships, as they affect the activities of the Department;and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least ten years of experience in an administrative capacity, five years of which shall have been in the Department; a thorough knowledge of the functions and activities of the Department; wide experience in organization; a high degree of executive ability; demonstrated administrative ability; tact and good judgment.

COMPENSATION:

Annual: $3,720 4,020 4,320 4,620.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

GENERAL REPAIRMAN

DEFINITION OF CLASS:

Under supervision, to do general repair work in a department or branch; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; familiarity with tools and machinery; mechanical ability; good physical condition.

COMPENSATION:

Annual: $1,200 1,260 1,320 1,380 1,440.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

HARBOUR MASTER

(MARINE)

DEFINITION OF CLASS:

To enforce, under direction of the Department, the rules and regulations governing the management of public harbours; to collect and receipt for the dues payable by vessels under Part XII of the Canada Shipping Act on their entries into the harbour; to keep a record of the vessel's name, date of entry, registered tonnage, the name of her commander, and amount paid in harbour dues; to order and direct the berthing and moorage of vessels coming into the harbour or their location for anchorage, and to go on board vessels, if necessary, to supply the Master with a copy of the Rules and Regulations, and to make provision for the collection of any dues payable; to have general supervision over the navigation of vessels in the harbour and to report to the Department any violation of these regulations and to obtain instructions as to prosecution of offenders for enforcement of penalties provided; to make a report at the close of each calendar year of his total collections of harbour dues from vessels, in that year, and other particulars of his record above referred to; and of other important events in the year's administration of the harbour.

COMPENSATION:

Fees of office.

HEAD CLERK

DEFINITION OF CLASS:

To perform independently important clerical work requiring a high degree of specialized knowledge, ability and long experience, or to supervise a fairly large group of clerical employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a very large group of clerical employees engaged in simple clerical work, or to take charge of a considerable administrative unit, requiring the exercise of a high order of independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably some university training; a high degree of specialized knowledge of the clerical work and procedure of an organization; at least three years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; considerable administrative ability.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

HEAD TRANSLATOR

DEFINITION OF CLASS:

To make literal or free translation, correct as to idiom, text and substance, of important technical reports, historical documents, or other matter, requiring the highest degree of specialization, long experience and exceptional fluency in the languages used, or to supervise a large number of employees of lower rank; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing; at least one year of experience as Principal Translator or experience of similar character and standard; specialized training and experience in the translation of legal or technical phraseology; the highest degree of demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used; supervisory ability; ability to read, write and speak two or more languages fluently.

COMPENSATION:

Annual: $3,060 3,180 3,300 3,420.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

HOISTMAN AND RUNNER

DEFINITION OF CLASS:

To set up, maintain and operate a hoist used in repair, maintenance and construction, or similar work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; ability to understand and follow instructions; good eyesight; strength and good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

HYDROGRAPHER, GRADE 4

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To assist the Chief Hydrographer in supervising and administering the work and staff of the Canadian Hydrographic Service; to act for the Chief Hydrographer in his absence; to supervise the editing of Sailing Directions and hydrographic publications; to prepare reports on technical matters connected with hydrography; to plan and supervise the work of new or special surveys; to conduct special investigations on coastal or inland waters in connection with new work or dangers to navigation; to supervise the selection, maintenance and distribution of charting and surveying instruments and equipment; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; fifteen years experience in Canadian Hydrographic Engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $3,000 3,120 3,240 3,360 3,480 3,600.

HYDROGRAPHER, GRADE 3

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to have charge of a minor hydrographic survey of a harbour or roadstead, or important section of coastal or inland waters; to supervise the fitting out of the boats and launches of a minor survey and to have charge of their maintenance; to act as senior assistant to the Officer-in-Charge of a major or minor ship survey; to select sites for and to supervise the erection of main triangulation stations; to take main triangulation observations; to relieve the Officer-in-Charge of a major or minor ship survey in supervising ship-sounding operations, as required; to assist in the training of field assistants; to be responsible for the transportation of auxiliary survey vessels, crews and supplies connected with a minor hydrographic survey; to make accurate computations in the office and supervise the drawing of projections and accurate nautical charts and plans; to prepare and revise Sailing Directions and other related information for mariners.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; ten years experience in Canadian hydrographic engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $2,700 2,820 2,940 3,060 3,180.

HYDROGRAPHER, GRADE 2

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to have charge of a sub-party of a hydrographic survey; to determine the depths and contours of a subsection of coastal or inland waters by sounding or sweeping and to make tidal and current observations; to make triangulation and astronomical observations and accurate measurements to traverse, coastline and sketch the shoreline and inland features of a coast; to select sites for, and supervise erection of triangulation and sounding stations; to check and make difficult computations from surveyors' notes; to assist the chief of a hydrographic survey vessel or party; to assist in the graduation and drawing of a chart and in the making of maps, plans and reports; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; five years experience in Canadian hydrographic engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $2,400 2,520 2,640 2,700.

HYDROGRAPHER, GRADE 1

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to act as an assistant to the Chief of an Hydrographic Survey Party; on occasion to have charge of a sub-party in the field; in the office to check, compute and plot survey notes; to assist in the drawing of a fair hydrographic chart or plan, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing, with at least two years of surveying experience, preferably in hydrographic survey work, or four years of engineering experience, two years of which shall have been in hydrographic engineering as performed by the Canadian Hydrographic Service; tact, good judgment and ability to manage men; good physical condition; good eyesight; not over 30 years of age on entering the service.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

HYDROMETRIC RECORDER

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under supervision, to make river discharge surveys and measurements; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of subsequent experience in river surveys and in a drafting office, or three years of experience in river surveys and in a drafting office; ability to make neat, accurate and complete plans, profiles and sketches.

COMPENSATION:

Annual: $1,560 1,680 1,800.

ICE OBSERVER

(MARINE)

DEFINITION OF CLASS:

The duties of this position are to take observations of ice conditions and movements in the spring and fall of the year and to communicate them to shipping and the head office of the Marine Signal Service for public dissemination, in conjunction with other information.

QUALIFICATIONS:

Primary school education; ability to make out reports and keep simple records; exactitude and reliability.

COMPENSATION:

Prevailing rates shall apply.

Exempt Class

INDUCTIVE INTERFERENCE ENGINEER

DEFINITION OF CLASS:

To be responsible, under direction, for the organization of and the making of special investigations into radio inductive interference, and other related problems; to design and supervise the construction and use of instruments and apparatus for locating and suppressing inductive interference, and to supervise a field staff engaged on such work; to co-operate with electric power producing and distributing bodies and users with a view to co-ordinating efforts towards eliminating inductive and other interference; to formulate recommendations regarding the elimination of inductive interference; to prepare articles for publication; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing, preferably with a post-graduate course in electrical engineering; at least seven years of experience in various phases of electrical engineering, including distribution, operation, communication, laboratory and research work, three years of which shall have been in responsible charge of such work; tact and good judgment in dealing with the public.

COMPENSATION:

Annual: $3,000 3,120 3,240.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSPECTOR, MARINE SIGNALS

DEFINITION OF CLASS:

Under the direction of a Superintendent of Lights, to inspect and maintain in good operating condition fog alarm stations, fog signals, gas buoys and other aids to navigation; to make reports of inspections; to compile statements showing the fuel consumption at stations, and the duration of fogs; to test, adjust, overhaul and make minor repairs to equipment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; several years of experience as a machinist; expert knowledge of the operation and construction of gas buoys, fog alarm machinery and submarine bell equipment; good physical condition.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800 1,860 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSPECTOR OF FOG ALARMS

DEFINITION OF CLASS:

Under the direction of a Superintendent of Lights, to inspect from time to time and maintain in good operating condition fog alarm stations, fog signals and submarine bells; to make reports of inspections and compile statements showing the fuel consumption at stations and the duration of fogs; to overhaul signal equipment and make minor repairs to fog alarm machinery; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; several years of experience as a machinist; expert knowledge of the operation and construction of fog alarm machinery and submarine bell equipment; good physical condition.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800 1,860 1,920.

Approved — Civil Service Commission
Certified Correct — Deputy Minister

INSPECTOR OF GAS BUOYS

DEFINITION OF CLASS:

Under direction, to inspect from time to time and maintain in good operating condition gas buoys, vapor lights and lanterns within an assigned district; to make reports of inspections; to adjust, test and make minor repairs to equipment; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least two years of experience as a machinist; expert knowledge of the construction and operation of all kinds of gas buoys and signal lanterns; good physical condition.

COMPENSATION:

Annual: $1,380 1,440 1,500 1,560 1,620 1,680 1,740.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSPECTOR OF LIVE STOCK SHIPPING

DEFINITION OF CLASS:

Under direction, to enforce the regulations regarding the shipping of live stock from Canada for the Department of Marine; to inspect vessels to be used for the transportation of live stock and determine whether they are suitable for this purpose; to inspect fittings for live stock on board ships; to supervise the stowing of live stock; to see that proper provisions are made for food and water; to see that suitable accommodations are provided for cattle attendants; to issue certificates in case the regulations are complied with; and to do other related work as assigned.

QUALIFICATIONS:

Primary school education; thorough familiarity with the regulations respecting the shipping of live stock from Canada; knowledge of and preferably practical experience in the shipping of live stock; tact and good judgment.

COMPENSATION:

Annual: $1,320 1,380 1,440 1,500 1,560 1,620.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUCTOR IN NAVIGATION

DEFINITION OF CLASS:

Under direction, to give instruction in all subjects included in the examination for masters' and mates' certificates of all grades up to and including ordinary master; to give instructions in problems of navigation included in the ordinary masters' work, the construction of mercators' chart, laying off points, and determining courses and distances; to prepare, examine and rate examination papers; to handle correspondence; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably graduation from a university of recognized standing with specialization in mathematics; at least three years of sea experience; some knowledge of naval architecture, ship stability and trim, meteorology, magnetism, and the deviation of the compass; thorough knowledge of the rules of the road and seamanship; teaching ability.

COMPENSATION:

Annual: $1,620 1,740 1,860 1,980 2,100.

Where Instructors in Navigation are required to give tuition in all subjects upon which Masters are required to obtain passing percentages irrespective of the grade of certificate, two additional rates, $2,220-2,400 per annum, shall be added to the maximum of the class.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUCTOR IN NAVIGATION, SEAMANSHIP

DEFINITION OF CLASS:

To give instruction in seamanship and navigation as required by the standards of qualifications for masters and mates of coasting and inland vessels, and to give instruction in practical navigation, shipbuilding and ship stability as required for the examinations for masters' and mates' sea-going certificates of competency; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a master's or first mate's sea-going certificate of competency; teaching ability.

COMPENSATION:

Annual: $1,200 1,260 1,320 1,380 1,440.
(during period of employment)

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUMENT MAKER FOREMAN

DEFINITION OF CLASS:

To supervise and be responsible for the manufacture or repair of instruments of precision for engineering, observatory or laboratory use; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least four years of experience as Instrument Maker; thorough familiarity with the construction and repair of astronomical, electrical, engineering or meteorological instruments; ability to handle men; good physical condition.

COMPENSATION:

Annual: $1,800 1,860 1,920 1,980.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUMENT MAKER, GRADE 2

DEFINITION OF CLASS:

Under direction, to make, maintain, repair and adjust instruments of precision for engineering, observatory or laboratory use; in some cases to supervise a small staff, and to inspect and pass on work done by contract; and to perform other related work as required.

QUALIFICATIONS:

Primary school and preferably high school education; four years of experience as Instrument Maker, Grade 1, or seven years of experience in the construction or repair of instruments of precision; familiarity with the construction, adjustment and repair of astronomical, electrical surveying, meteorological and other physical instruments; preferably a knowledge of elementary physics; supervisory ability; excellent eyesight; good physical condition.

COMPENSATION:

Annual: $1,800 1,860 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUMENT MAKER'S HELPER

DEFINITION OF CLASS:

Under supervision, to assist in the manufacture and repair of instruments of precision for engineering, observatory, or laboratory work; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least two years of experience as a machinist in precise work; good physical condition.

COMPENSATION:

Annual: $1,200 1,260 1,320.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

INSTRUMENT MAN

DEFINITION OF CLASS:

To run a transit, level or other surveying instrument; to assist the engineer in charge of a survey party and to take charge in his absence or in some instances to have charge of a sub-party; and to perform other related work in the field and office as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; attendance for two years at a school of applied science of recognized standing; thorough knowledge of the transit and level and ability to make all adjustments to either instrument.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

For seasonal positions prevailing rates which for the present shall be from $3 to $4.50 per day with subsistence in the field.

Approved -- Civil Service Commission

The foregoing definition of the duties of this position in the Department might be improved by the following:

Generally, the duties of this position in this Department are to render assistance, as directed, in all routine operations.

Deputy Minister

JUNIOR ARCHITECT

DEFINITION OF CLASS:

Under direction, to design and draw plans and sketches for proposed government buildings; to inspect and supervise the work on buildings under construction; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; graduation in architecture from a school of applied science of recognized standing with two years of experience in an architect's office, or four years of experience in an architect's office; ability to make calculations for proper dimensions of materials used in building construction.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

Approved -- Civil Service Commission
Deputy's Description -- over

JUNIOR ARCHITECT

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to make surveys, supervise engineering construction and repairs and make computations in connection with engineering work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with two years of engineering experience, or four years of engineering experience in design, estimate, construction and maintenance work.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

JUNIOR DEPARTMENTAL SOLICITOR

DEFINITION OF CLASS:

To be responsible, under a Departmental Solicitor or executive, for the execution of ordinary legal work involved in the administration of a department or branch; to examine the law and advise departmental executives upon routine legal questions; to assist in drafting or revising contracts, leases, regulations, parliamentary legislation, orders in council and other legal instruments; to examine and pass upon the legal sufficiency of documents; to assist in the conduct of litigation to which the department or branch is a party; to confer with the Department of Justice concerning the legal problems of the department or branch; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a recognized school of law or admission to the bar; five years of experience in connection with the practice of law or as a Law Clerk in the Government Service.

COMPENSATION:

Annual: $2,640 2,820 3,000 3,180 3,360.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR DRAFTSMAN

DEFINITION OF CLASS:

To do elementary drafting, under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either a course of one year in engineering in a school of applied science of recognized standing and one year of training in a drafting office or two years of training in a drafting office.

COMPENSATION:

Annual: $1,140 1,200 1,260 1,320 1,380 1,440.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR ENGINEER

DEFINITION OF CLASS:

Under direction, to make surveys, supervise engineering construction and repairs, and make computations in connection with engineering work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with two years of engineering experience, or four years of engineering experience in design, estimate, construction and maintenance work.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

Approved -- Civil Service Commission

The foregoing definition of the duties of one position in the Department might be improved by the addition of the following:

Generally to assist, under direction, the Assistant Engineer, River St. Lawrence Ship Channel, in the duties of that office.

Deputy Minister

JUNIOR MECHANICAL DRAFTSMAN

DEFINITION OF CLASS:

To do elementary mechanical drafting under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in mechanical engineering from a school of applied science of recognized standing, with two years of experience in mechanical engineering work, or four years of experience in mechanical engineering work; preferably some machine, forging, and casting shop experience; ability to prepare designs, drawings and specifications for mechanical equipment; supervisory ability.

COMPENSATION:

Annual: $1,140 1,200 1,260 1,320 1,380 1,440.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR METEOROLOGICAL OBSERVER AND COMPUTER

DEFINITION OF CLASS:

Under supervision, to assist in the performance of routine work in connection with the making of meteorological observations at an important observatory; to make eye reading and other observations with various kinds of meteorological and seismological instruments; to keep records, make abstracts and compute meteorological data; to care for and make minor repairs to meteorological instruments; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; skill in making arithmetical computations and in keeping simple meteorological records, preferably gained in office experience; knowledge of meteorological instruments and their use; exactitude.

COMPENSATION:

Annual: $1,200 1,260 1,320 1,380 1,440
1,500 1,560 1,620

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR RADIO-ELECTRICAL ENGINEER

DEFINITION OF CLASS:

Under supervision, to superintend the making up, testing and maintenance of, and the making of repairs to, radio equipment, and apparatus; to prepare drawings for new stations and apparatus; to make minor repairs to testing instruments; to care for stores and equipment; to prepare reports; to supervise the making of special equipment and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in electrical engineering from a school of applied science of recognized standing, with two years of experience in wireless telegraph and telephone work or four years of experience in wireless telegraph and telephone work; working knowledge of radiotelegraphy; supervisory ability; good hearing.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

Flying allowance: An allowance of $20 per month will apply upon assignment to the Air Board for actual flying duties requiring incumbents to take to the air when called upon.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR RADIO-ELECTRICIAN

DEFINITION OF CLASS:

Under direction, to install, repair and maintain radio apparatus and equipment, or to assist in such work; to test radio equipment; to operate and care for steam, internal combustion engines, electric motors and generators; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in electrical engineering from a school of applied science of recognized standing or two years of experience in radio-electrical work; the possession of a "first" or "second" class Canadian certificate of proficiency in radio issued under the International Radiotelegraph Convention of 1927; a knowledge of radio equipment and apparatus and of steam, internal combustion engines, electric motors and generators, and of their operation and care; ability to effect minor repairs to operating equipment; ability to interpret plans; good physical condition.

COMPENSATION:

Annual: $1,620 1,740 1,860.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR RADIO INSPECTOR

DEFINITION OF CLASS:

Under supervision, to assist in the inspection of Radio Stations on ship and shore within Canadian jurisdiction; to assist in the examination of candidates for Certificates of Proficiency in Radio; to assist generally in enforcing the provisions of the Radiotelegraph Act and Regulations issued thereunder; to assist in investigations and tests relative to radio interference of all classes; to make reports and handle correspondence;and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; possession of a "first" or "second" class Canadian Certificate of Proficiency in Radio issued under the International Radiotelegraph Convention of 1927; ability to handle correspondence; tact and good judgment.

COMPENSATION:

Annual: $1,620 1,740 1,860.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR RADIOTELEGRAPH OPERATOR

DEFINITION OF CLASS:

Under direction, to receive and transmit radiotelegrams and to repair and maintain radiotelegraph apparatus and station equipment; to keep a record of, and prepare simple accounting statements of the charges for messages handled; to clean and make general repairs to a radiotelegraph station; in some cases to have charge of a small station; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; knowledge of radiotelegraph apparatus and of elementary electricity as evidenced by the attainment of a grade of 50 per cent in each subject in the regular examination for a first or second class Canadian Certificate of Proficiency in Radiotelegraphy issued under the International Radiotelegraph Convention of 1927; ability to receive and transmit telegraphic messages in the International Morse Code at the rate of 20 words per minute in plain language and 16 words per minute in code groups (mixed letters, figures and punctuation marks); good physical condition.

COMPENSATION:

Annual: $1,320 1,440 1,500.

If board or lodging is provided by the Department deductions from the above compensation will be made at the following rates:

Board	$25	per month
Lodgings (single men)	10	"
" (married men)	20	"

Operators on duty at certain isolated stations shall receive an additional monthly allowance as follows:

Pachena	$4	Lightships	$8	Belle Isle	$50
Estevan	4	Port Nelson	20	Hudson Strait Stations	50
Cape Race	4	Bull Harbour	4		

(over)

JUNIOR RADIOTELEGRAPH OPERATOR (Continued)

Operators in charge of stations shall receive the following allowance while actually in responsible charge:

Grade 1 Stations	$60 per annum
Grade 2 "	180 "

For the present, stations shall be considered in the following classes:

Grade 1 Stations: Cape Lazo, B.C., Ikeda Head, Q.C.I., Pachena Point, B.C., All Ship Stations.

Grade 2 Stations: Alert Bay, B.C., Dead Tree Point, Q.C.I., Digby Island, B.C., Estevan Point, B.C., Gonzales Hill, Le Pas, Niobe (Halifax Harbour Steamer), Point Grey, Port Nelson, Triangle Island, All direction finding stations.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

JUNIOR TIDAL AND CURRENT SURVEYOR

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To perform, under supervision, field and office work in connection with tide and current observations; to assist in the preparation of tide tables and other tidal and current information; to assist in the erection of tide-recording stations; to record tidal fluctuations by means of sight, staff, or self-registering gauges; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; five years of experience in Canadian hydrographic engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160 2,280 2,400.

LEADING HAND

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

A leading hand is a seaman who possesses some skill in the use of tools and can, on occasion, make odd repairs of sorts.

COMPENSATION:

Prevailing rates shall apply.

LIBRARY ASSISTANT

DEFINITION OF CLASS:

To perform, under supervision, simple library tasks in connection with examining, shelving, arranging, circulating, receiving, mending, checking up, accessioning, filing and caring for books, manuscripts, documents and other library property; and to perform other related library and incidental clerical work as required.

QUALIFICATIONS:

Two years of high school education including literary courses; one year of library school training or education considered equivalent.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320 1,380.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission after consultation with the Department.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

LIGHTKEEPER, GRADE 4

DEFINITION OF CLASS:

To look after and be responsible for the care and proper exhibition of a light, requiring part time service only; to use other signals of warning to aid passing navigation; to keep records and make necessary reports; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; sea experience; familiarity with standard signals and warnings; good eyesight; correct colour sense; good physical condition.

COMPENSATION:

Annual: At Class 10A Stations - $630 660 690 720

At Class 11 Stations (small lights, usually involving residence) - $420 450 480

At Class 12 Stations (coast lights and range lights, involving residence or boating) - $360 390 420

At Class 12A Stations - $270 300 330 360

At Class 13 Stations (minor coast lights, important river lights and range lights) - $210 240 270

At Class 14 Stations (smallest coast lights, important river lights and range lights) - $180 210 240

At Class 15 Stations (small coast lights, river lights involving care from a distance and small range lights) - $150 180 210

At Class 16 Stations (river lights in more difficult situations) - $150 180

At Class 17 Stations (small river lights) - $120 150

At Class 18 Stations (wharf, fishing and minor water lights) - From $100 to $120 a year, depending on the time required and the importance of the work.

(over)

LIGHTKEEPER, GRADE 4 (Continued)

At Class 19 Stations (pole lights and lanterns on wharf) - Up to $100 a year, depending on the time required and the importance of the work.

Allowance: At stations other than light ships where hand fog horns or bells of any kind have to be kept in operation, an allowance of $3 per month for the period operated shall be made.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

LIGHTKEEPER, GRADE 3

DEFINITION OF CLASS:

To act as custodian of a light station; properly to exhibit the light and use other signals of warning to aid passing navigation; to keep the light and other appurtenances of the station in good condition; to make repairs and improvements as required to the station and grounds; to keep records and make necessary reports; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; sea experience; familiarity with standard signals and warnings; knowledge of the care and operation of the light and other appurtenances in question; good eyesight; correct colour sense; good physical condition.

COMPENSATION:

Annual: At Class 6 Stations (smaller light stations with fog alarms, requiring an engineer) - $1,260 1,320 1,380 1,440 1,500

At Class 7 Stations (important seacoast lights in isolated positions, including a few grouped lights) - $1,110 1,140 1,170 1,200

At Class 8 Stations (revolving sea and lake coast lights, fixed lights difficult of access and grouped lights) - $1,020 1,050 1,080 1,110

At Class 9 Stations (coast lights involving boating or isolation and grouped lights in some Ontario towns) - $930 960 990 1,020

At Class 10 Stations (remote coast lights and revolving lights of minor importance with a few grouped minor lights) - $840 870 900 930

Allowance: At stations other than lightships where hand fog horns or bells of any kind have to be kept in operation, an allowance of $3 per month for the period operated shall be made.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

LIGHTKEEPER, GRADE 2

DEFINITION OF CLASS:

To act as custodian of a light station; to oversee the proper exhibition of the light, the operation of the fog horn, and the use of other signals of warning to passing navigation; to employ, supervise and reimburse the number of assistants necessary, in the opinion of the Commissioner of Lights, adequately and efficiently to man the station; to operate and maintain the gas engines, generator light, fog horn apparatus, and other mechanical equipment of the station; to keep the station and grounds neat and orderly; to keep records and make necessary reports to superior officers; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; preferably at least one year of experience as assistant to Lightkeeper; ability to operate, maintain and make emergency repairs to the particular type of mechanical apparatus of the station in question; good eyesight; correct colour sense; supervisory ability; conscientiousness; good physical condition.

COMPENSATION:

Annual: At Class 2 Stations (main seacoast lights with a fog alarm, requiring an engineer and two assistants) - $2,460 2,520 2,580 2,640

At Class 2A Stations - $2,100 2,160 2,220 2,280

At Class 3 Stations (main seacoast lights with smaller fog alarms, requiring an engineer and an assistant) - $1,860 1,920 1,980 2,040

At Class 4 Stations (secondary seacoast lights with smaller fog alarms, requiring an engineer and an assistant) - $1,800 1,860 1,920 1,980

At Class 5 Stations (isolated gulf light stations with explosive signals and other stations requiring a lightkeeper and an assistant) - $1,740 1,800 1,860 1,920

Allowance: At stations other than lightships where hand fog horns or bells of any kind have to be kept in operation, an allowance of $3 per month for the period operated shall be made.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

LIGHTKEEPER, GRADE 1

DEFINITION OF CLASS:

To act as custodian of one of the largest rock light stations; to oversee the proper exhibition of the light, the operation of the fog horn and the use of other signals of warning to passing navigation; to employ, supervise and reimburse the number of assistants necessary in the opinion of the Commissioner of Lights, adequately and efficiently to man the station; to operate and maintain the gas engines, generator, light, fog horn apparatus and other mechanical equipment of the station; to keep the station and grounds neat and orderly; to keep records and make necessary reports; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; preferably at least one year of experience as assistant to a Lightkeeper; ability to operate, maintain and make emergency repairs to the particular type of mechanical apparatus of the station in question; supervisory ability; conscientiousness; good eyesight; correct colour sense; good physical condition.

COMPENSATION:

Annual: At Sands Head Lightship - $3,360 3,480 3,600 3,720

At Belle Isle, S.W., Estevan Point, Leonard Island, Pachena and Langara - $2,700 2,820 2,940 3,060

At Belle Isle, N.E., Bird Rocks, Pelee Passage and Southeast Shoal, Ont. - $2,580 2,700 2,820 2,940.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MAGNETIC OBSERVER

DEFINITION OF CLASS:

Under supervision, to assist in making observations of terrestrial magnetism and meteorological conditions; to keep records of observations of magnetic declination, inclination and intensity of weather conditions; to care for magnetic and meteorological instruments; to make reports of observations; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; some knowledge of meteorological and magnetic instruments; ability to keep ordinary records; exactitude and reliability.

COMPENSATION:

Annual: $1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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[illegible]

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MAP DRAFTSMAN

DEFINITION OF CLASS:

To compile and prepare, under supervision, maps, plans, charts and diagrams for astronomical, geodetic, geological, geographical, military, naval, topographical and other purposes; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of subsequent experience in a map drafting office, or three years of experience in a map drafting office; ability to compile maps from surveyors' notes; knowledge of the various approved methods of map projection.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MARINE AGENT

DEFINITION OF CLASS:

To represent the Department of Marine within an assigned district; to oversee the work of employees engaged in the maintenance of lights, fog alarms, buoys, and other aids to navigation within the district; to have charge of public wharves, naval stores and government steamers used to supply and keep in place aids to navigation; to arrange for assistance to vessels in distress; to be responsible for contracts awarded locally; to handle correspondence and make reports; to furnish information to the public; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of experience in marine and shipping matters; thorough familiarity with the work of maintaining aids to navigation and with marine regulations and practices; administrative ability; tact and good judgment.

COMPENSATION:

Annual: $2,820 3,000 3,180 3,360 3,540 3,720.

The Marine Agent at Prince Rupert is provided with a house in lieu of $500 per year of the above compensation.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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[illegible]:

[illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

The Bureau Agent at Tucson [illegible] is provided with a bonus in lieu of [illegible] per year of the above compensation.

MARINE SUB-AGENT

DEFINITION OF CLASS:

Under the direction of a Marine Agent, to perform assigned work in connection with the maintenance of aids to navigation in an assigned district; to render assistance to government steamers visiting the port for coal, supplies and repairs; if required, to inspect light stations and lighthouses; arrange for rendering assistance to vessels in distress; investigate claims against the department, and supervise ice-breaking; to handle correspondence, make reports and furnish information to the public; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of experience in marine matters; familiarity with the work of maintaining aids to navigation and with marine regulations and practice; supervisory ability.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160 2,280.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MARINE SUPERINTENDENT

DEFINITION OF CLASS:

Under direction, to control equipment, and running and maintenance costs of Dominion Steamers and Life Saving Stations, and exercise general supervision of the work of Port Wardens; to recommend appointment of ship's, life saving and port warden personnel; to prepare and issue instructions and regulations pertaining to the personnel, equipment, repairs and supplies; to check and approve equipment, repairs and supplies; to check and approve or report upon captains and chief engineers weekly reports and requisitions for equipment and supplies; to survey ships for the purpose of determining necessary repairs; to check plans for proposed grain fittings of ships being built either at home or abroad for the Canadian export grain trade; as required, to advise the department on nautical matters; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training or its equivalent; at least ten years of experience at sea, three years of which shall have been as master; preferably a knowledge of and training in mechanical engineering as applied to ships; thorough familiarity with life saving appliances, their use, operation and care; knowledge of modern office practice; executive and organizing ability; tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $3,600 3,780 3,960 4,140 4,320 4,500.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MEASURING SURVEYOR OF SHIPPING

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Upon request to measure ships for tonnage in accordance with instructions laid down by the British Board of Trade, for purposes of registry; to supervise the accommodation of seamen and see that it complies with the requirements of the law with regard thereto.

COMPENSATION:

Fees of office.

MECHANICAL DRAFTSMAN

DEFINITION OF CLASS:

Under supervision, to prepare from notes and rough sketches, plans and assembly and detail drawings of machinery, mechanical equipment and plant layout and installations; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of experience as Junior Mechanical Draftsman or three years of experience as Junior Mechanical Draftsman; experience in a machine and casting shop; preferably some knowledge of methods used in the manufacture of machine and mechanical equipment.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MECHANICAL FOREMAN

(MARINE)

DEFINITION OF CLASS:

To direct and inspect dredging operations as directed; to keep the dredge working within a specified area; to take soundings behind a dredge or scow to ascertain that the dredging has been done to the required depth; to measure the contents of scows loaded; to locate and specify the dumping ground and see that spoil is dumped in the section designated; to assist engineers in survey operations; to keep necessary records and make reports to the Department; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; four years of experience in general construction work; some knowledge of dredges and dredging operations; ability to keep simple records; honesty; reliability; thoroughness; good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Exempt Class

MECHANIC, MARINE SIGNALS

DEFINITION OF CLASS:

Under direction, to erect, overhaul, repair, assemble or assist in operating and maintaining marine signal apparatus; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least three years of experience as journeyman machinist; preferably one year of experience in the manufacture of signal apparatus; familiarity with various types of signal mechanism and lighthouse apparatus; good physical condition.

COMPENSATION:

Annual: $1,200 1,260 1,320 1,380 1,440.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

MESSENGER

DEFINITION OF CLASS:

To carry messages and run errands; to do simple clerical work under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; familiarity with local geography; trustworthiness and alertness; ability to understand and follow directions; good address.

COMPENSATION:

Annual: $720 780 840 900 960 1,020.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

METEOROLOGICAL OBSERVER

DEFINITION OF CLASS:

Under direction, to perform important and responsible work in connection with the making of meteorological observations at the Dominion Meteorological Observatory in Toronto, or on major exploratory expeditions; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least two years of experience in making meteorological observations and computations; thorough familiarity with weather instruments and the work of the Meteorological Service; exactitude.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800 1,860 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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[illegible]:

[illegible] in [illegible] [illegible] [illegible]

METEOROLOGICAL PHYSICIST

DEFINITION OF CLASS:

To perform, under direction, research work in terrestrial magnetism, in an observatory or in the field, for the use of surveyors, explorers and navigators; to compute, reduce and prepare survey returns for publication; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Graduation from a university of recognized standing, with specialization in physics and mathematics; at least three years of experience in astronomical or magnetic observations; intimate knowledge of problems in terrestrial magnetism; good eyesight.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000 3,120 3,240.

Approved -- Civil Service Commission
Deputy's Description -- over

METEOROLOGICAL PHYSICIST

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To perform, under direction, research work in terrestrial magnetism, in an observatory or in the field, for the use of surveyors, explorers and navigators; to compile, reduce and prepare magnetic observations from observatories or field surveys for publication, and to perform the necessary astronomical observations for geographical position and for time in connection therewith; to handle correspondence and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to the Ph. D. from a university of recognized standing with specialization in mathematics and physics; at least three years of experience in astronomical and magnetic observatories; intimate knowledge of problems in terrestrial magnetism.

METEOROLOGIST, GRADE 3

DEFINITION OF CLASS:

Under direction, to conduct observations and perform research in pure or applied meteorology for the purpose of weather forecasting, making climatological studies, the development of meteorological instruments, and upper air research; as directed, to investigate and prepare reports on barometric pressure, direction, velocity and structure of the wind and cloud, humidity, fog, visibility, air temperature, and duration and intensity of sunshine and solar radiation; to do research in atmospheric physics, sea water and earth temperatures, temperature and wind directional zones and their effect on climatic or other conditions as assigned; as required, to make surveys of the physical factors and meteorological data with the requirements of shipping, agriculture, forestry, aviation and other commercial or public pursuits; in some cases, to direct a small staff engaged in such work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to Ph. D. in physics and mathematics from a university of recognized standing; at least two years of post-graduate experience in meteorological research or in scientific weather forecasting; demonstrated ability in original investigation and the preparation of constructive reports; tact and good judgment.

COMPENSATION:

Annual: $2,700 2,820 2,940 3,060 3,180 3,240

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

METEOROLOGIST, GRADE 2

DEFINITION OF CLASS:

Under direction, to conduct observations and perform research in pure or applied meteorology for the purpose of weather forecasting, climatological studies, development of meteorological instruments, and research in the upper air; as directed, to investigate and prepare reports on barometric pressure, direction velocity and structure of wind and cloud, humidity, fog, visibility, air temperature and duration and intensity of sunshine and solar radiation; as assigned, to do research in atmospheric physics, sea water and earth temperatures, temperature and wind directional zones and their effect on climatic or other conditions; as required, to make surveys of the physical factors and meteorological conditions in an area for the purpose of correlating meteorological data with the requirements of shipping, agriculture, forestry, aviation and other commercial or public pursuits; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; at least two years of experience in some phase of physical research; preferably a post-graduate course in meteorology or experience in meteorological research or in weather forecasting; demonstrated ability to make original investigations and to prepare constructive reports; tact and good judgment.

COMPENSATION:

Annual: $2,400 2,520 2,640 2,760 2,880.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

METEOROLOGIST, GRADE 1

DEFINITION OF CLASS:

Under supervision, to assist in making observations and conducting research in pure or applied meteorology for the purpose of weather forecasting, making climatological studies, the development of meteorological instruments, and upper air research; to assist in investigating and preparing reports on barometric pressure, direction velocity and structure of wind and cloud, humidity, fog, visibility, air temperature and duration and intensity of sunshine and solar radiation; to assist in research in atmospheric physics, sea water and earth temperatures, air temperature and wind directional zones and their effect on climatic or other conditions; to make surveys of physical factors and meteorological conditions in an area for the purpose of correlating meteorological data with the requirements of shipping, agriculture, forestry, aviation and other commercial or public pursuits; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; tact and good judgment.

COMPENSATION:

Annual: $1,920 2,040 2,160.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

[illegible], Page 1

[illegible] of [illegible]:

[illegible] materials, he assists in making [illegible] and supervising research in [illegible] or applied mathematics the [illegible] purpose of [illegible] [illegible], making statistical studies, [illegible] analysis of [illegible] instruments, and supply air [illegible]. He assists in investigations and preparing reports on [illegible] [illegible], interpretive validity and accuracy of [illegible] and [illegible], identify, [illegible], air [illegible] [illegible] and [illegible] of [illegible] and other [illegible]. He [illegible] in research in atmospheric physics, and water and [illegible] temperature, air temperature and [illegible] [illegible] can [illegible] effect on climatic or other conditions. He [illegible] [illegible] of physical factors and meteorological [illegible] [illegible] in an area for purpose of correlating meteorological data [illegible] the requirements of [illegible], agriculture, [illegible], [illegible] and other commercial or public [illegible]; and he performs other related work as required.

[illegible]:

[illegible] equivalent to graduation from a university or [illegible] [illegible], with specialization in physics and [illegible] [illegible] and [illegible].

[illegible]:

[illegible] 11,[illegible] 8,[illegible] 3,[illegible].

OFFICE APPLIANCE OPERATOR, GRADE 3

DEFINITION OF CLASS:

To operate, adjust and maintain in good running condition office appliances requiring a high degree of specialization; in some cases to supervise the operation of such appliances; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least six months training on the type of appliance to be operated; demonstrated ability to perform necessary adjustments; preferably some office experience; good eyesight; dexterity; in some cases ability to lay out work and manage a small group of employees.

COMPENSATION:

Annual: $1,260 1,320 1,380 1,440 1,500.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

OFFICE APPLIANCE OPERATOR, GRADE 2

DEFINITION OF CLASS:

To operate and maintain in good running condition one or more office appliances requiring some degree of special training; to overhaul and make running repairs, as required; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; preferably three months training on the type of machine to be operated; preferably some mechanical ability; ability to operate light hand and power machines; good eyesight; dexterity; good physique.

COMPENSATION:

Annual: $1,020 1,080 1,140 1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

OFFICE BOY

DEFINITION OF CLASS:

To perform, under supervision, the simplest kinds of office work as assigned.

QUALIFICATIONS:

Primary school education; alertness.

COMPENSATION:

Annual: $420 450 480 540 600 660.

Salary increases shall be made semi-annually for efficient services instead of annually the first eighteen months.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

OILER

DEFINITION OF CLASS:

Under the direction of the engineer in charge, to keep a vessel's power and machinery equipment properly oiled and lubricated; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least one year of experience in the engine room of a power driven vessel; ability to work around machinery under all conditions of weather; preferably familiarity with lubricants and their merits in regard to particular applications and running in bearings; carefulness; good physical condition; sobriety; age not more than 40 and preferably not more than 30 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

PACKER AND HELPER

DEFINITION OF CLASS:

To check, pack, unpack and box, under direction, various kinds of materials; and to perform other work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; familiarity with the selection and making up of boxes and crates, with wrapping, tying, and labelling packages, and with mailing, banding and marking boxes and other containers; ability to check miscellaneous materials against material lists; good physical condition.

COMPENSATION:

Annual: $1,080 1,140 1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

PRINCIPAL CLERK

DEFINITION OF CLASS:

To perform, under direction, difficult or technical work of a clerical nature requiring a high degree of specialization, or to supervise a small group of employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a large number of clerical employees engaged in simple clerical work, or to take charge of a small administrative unit, requiring the exercise of considerable independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; specialized knowledge of the clerical work and procedure of an organization; at least two years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; administrative ability.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Certified Correct for some positions -- Deputy Minister
Deputy's Descriptions for other positions -- over

PRINCIPAL CLERK

DEPUTY'S DESCRIPTION

(HEAD CLERK)

DEFINITION OF CLASS:

To perform independently important clerical work requiring a high degree of specialized knowledge, ability and long experience, or to supervise a fairly large group of clerical employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a very large group of clerical employees engaged in simple clerical work, or to take charge of a considerable administrative unit, requiring the exercise of a high order of independent judgment and discretion; and to perform other related work as required.

QUALIFICATION:

Education equivalent to high school graduation and preferably some university training; a high degree of specialized knowledge of the clerical work and procedure of an organization; at least three years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; considerable administrative ability.

[illegible]

[illegible]

[illegible]

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

PRINCIPAL CLERK

DEPUTY'S DESCRIPTION

(REGISTRAR OF CORRESPONDENCE)

DEFINITION OF CLASS:

Under direction, to have charge of the work and staff of the Central Registry, Marine Department; to be responsible for the receipt, distribution and custody of departmental mail and other documents; to direct the indexing and filing of correspondence; to make recommendations with regard to changes in the registration system where necessary, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, with preferably some university training; at least five years of experience in registration work, two of which shall have been with the Marine Department; a high degree of specialized knowledge of the details and procedure of filing and indexing as applied to the requirements of the Marine Department; administrative ability; thorough knowledge of modern office practice; integrity and discretion.

PRINCIPAL SHIP DRAFTSMAN

DEFINITION OF CLASS:

Under direction, to have charge of a ship-drawing office; to prepare designs, estimates and specifications of vessels and other floating equipment; to supervise a drawing-office staff, the preparation of detailed plans and the necessary calculations; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with at least five years of experience in ship design and construction work, two years of which shall have been in a position of professional responsibility, or apprenticeship in a shipbuilding yard with seven years of experience in ship design and construction work, two years of which shall have been in a position of professional responsibility; ability to visualize from rough sketches, hull forms and super-structures; familiarity with various types of vessels; ability to lay out work and to manage a drawing-office; good judgment.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

PRINCIPAL STEAMSHIP INSPECTOR

DEFINITION OF CLASS:

Under the Chairman of the Board of Steamship Inspection, to have responsible charge at headquarters of the work appertaining to the inspection of hulls and equipment, or boilers and machinery; to supervise or perform special inspections or investigations; to advise and prepare recommendations for the consideration of the Board; to prepare plans, specifications and estimates for repairs and alterations to Government vessels; to act as a member of the Parmanent Board of Steamship Inspection; when required, to act as Chairman of the Board; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in the design, construction and maintenance of steamships and their machinery, four years of which shall have been in responsible charge of such work; thorough knowledge of the methods of manufacture and products of modern foundries, forges, rolling mills and machine shops; ability to make constructive criticisms, recommendations and reports; impartiality of judgment; administrative ability; tact.

COMPENSATION:

Annual: $3,720 3,840 3,960 4,080.

Approved -- Civil Service Commission
Deputy's Descriptions -- over

PRINCIPAL STEAMSHIP INSPECTOR
(BOILERS AND MACHINERY)

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To act as chief consultative officer in the Steamship Inspection Service on the design and construction of the boilers, machinery and engines of steamships for which statutory certificates of seaworthiness are required; to act as chief consultative officer on repairs to the boilers and machinery of Government ships; toact as member of the Board of Steamship Inspection at meetings for deciding technical and administrative questions arising out of the work of the Steamship Inspection Service; to act as special Inspector of Boilers and Machinery of Steamships in cases of doubt, and investigator in case of damage.

QUALIFICATIONS:

Education equivalent to graduation from a school of applied science, with extended experience in the construction and repair of the boilers and machinery of ships.

PRINCIPAL STEAMSHIP INSPECTOR
(HULLS AND EQUIPMENT)

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To act as chief consultative officer in the Steamship Inspection Service on the design and construction of the hulls and life saving equipment of steamships for which statutory certificates of seaworthiness are required; to act as chief consultative officer on repairs to hulls and equipment of Government ships; to act as member of the Board of Steamship Inspection at meetings for deciding technical and administrative questions arising out of the work of the Steamship Inspection Service; to act as special Inspector of Hulls and Equipment of steamships in cases of doubt, and investigator in case of damage.

QUALIFICATIONS:

Education equivalent to graduation from a school of applied science, with extended experience in the construction and repair of the hulls and equipment of ships.

PRINCIPAL TRANSLATOR

DEFINITION OF CLASS:

To make literal or free translation, correct as to idiom, text and substance, of important technical reports, historical documents, or other matter, requiring a high degree of specialization, considerable previous experience and exceptional fluency in the languages used, or to supervise a large number of employees of lower rank; and to perform other related work as required.

QUALIFICATIONS:

Graduation from a university of recognized standing; at least two years of experience as Senior Translator or experience of similar character and standard of which at least one year shall have been in a supervisory capacity; training or specialized experience calculated to insure thorough familiarity with legal or technical phraseology encountered in matter to be translated; ability to read, write and speak two or more languages fluently; supervisory ability; the highest degree of demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

PRIVATE SECRETARY

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To supervise and direct the work of the staff attached to and employed in the Minister's office; to deal personally with such matters as the Minister may direct and to record and keep the Minister fully informed of events which may be pertinent to and of interest to that office; to act in a confidential and advisory capacity to the Minister; to handle all correspondence, and to perform other related duties as required.

QUALIFICATIONS:

Education equivalent to High School graduation, and preferably university training; a thorough mastery of both official languages and ability to compose and to translate impromptu; and to take and transcribe shorthand notes; experience in general office practice; personality, tact and good judgment.

COMPENSATION:

Annual: $4,080.

QUARTERMASTER

DEFINITION OF CLASS:

Under the direction of a deck officer to steer a vessel; to attend to the wheel-house apparatus and equipment; and to perform other related work as required.

QUALIFICATIONS:

Preferably primary school education; rating as Able Seaman; familiarity with the rules of navigation at sea and the entering and leaving of port; thorough knowledge of reading the compass and of standard signals and warnings; good physical condition; sobriety; age less than 45 and preferably less than 35 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

RADIO-ELECTRICIAN

DEFINITION OF CLASS:

Under direction, to have charge of the installation of radio stations and equipment; to direct the preparation of sites, the erection of masts and aerials, and the placing of equipment; to repair or supervise the repairing of radio apparatus; to construct or assist in the construction of apparatus and equipment; to make reports and estimates of cost of work and equipment as required; to be responsible for the supplies and equipment of a construction crew or of a minor operating division; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in electrical engineering from a school of applied science of recognized standing with one year of experience in radio-electrical work or four years of experience in radio-operating, repair or maintenance work; the possession of a "first" or "second" class Canadian Certificate of Proficiency in Radio issued under the International Radiotelegraph Convention of 1927; thorough knowledge of radio apparatus and equipment; knowledge of steam, internal combustion, engines, electric motors, generators and storage batteries, and of their operating and repair; ability to make repairs to operating machinery and gear and to make new parts involving the use of machine shop equipment; ability to interpret plans and specifications and to build therefrom; supervisory ability; good physical condition.

COMPENSATION:

Annual: $1,860 1,980 2,100 2,220 2,340.

Hudson Strait Stations: $50 per month allowance.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

RADIO INSPECTOR

DEFINITION OF CLASS:

As directed, to assist in the inspection of radio stations in an assigned district for the purpose of ascertaining whether the provisions of the Radio Act and Regulations issued thereunder are being complied with; to report infractions and to take enforcing action as directed; to assist in the correlation or to correlate the work of an inspection staff in an inspection district; to assist in the examination of candidates for Certificates of Proficiency in Radio; to make reports; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably graduation in electrical engineering from a university of recognized standing; the possession of a "first" or "second" class Canadian Certificate of Proficiency in Radio issued under the International Radiotelegraph Convention of 1927; at least three years of experience in charge of an important radio station, or experience of equivalent character and standard; thorough knowledge of the regulations and practice relating to the control of radio in Canada; familiarity with the technique of the examination of radio operators; familiarity with modern office practice; ability to handle correspondence; ability to deal with the public; tact and good judgment.

COMPENSATION:

Annual: $1,860 1,980 2,100 2,220 2,340.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

RECEIVER OF WRECKS

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Assistance in cases of wreck or casualty, including the preservation of life and property, and the prevention or suppression of disputes and differences amongst those assembled on the occasion; preliminary inquiries into wrecks and casualties; the safe custody of wrecked property, and the restoration thereof to the owners; the settlement of salvage claims; the protection of the customs revenue; the protection of the revenue arising from unclaimed wreck.

The principal objects for which receivers are appointed are the protection and preservation of wrecked property, the restoration thereof to the owners, and the procuring of information respecting wrecks.

COMPENSATION:

Such fees of office as may be defined by law.

REGISTRAR OF SHIPPING

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

It is provided by law that no one other than a Chief Officer of Customs can be a Registrar of Shipping. His duties as Registrar of Shipping are defined as follows:

Examining documents pertaining to the registration of ships to ascertain compliance with the shipping law and recording or supervising the recording of such documents in the Register of Shipping; looking up records of ownership; advising shipowners relative to marine and legal regulations governing transfers of property; issuing certificates of British Registry; endorsing passes to unregistered ships; examining and checking official measurements of ships; making reports of the registry transactions to the Department of Marine.

RESIDENT ENGINEER, LIGHTHOUSE DEPOT

DEFINITION OF CLASS:

To have charge of the engineering work at a lighthouse depot; to prepare designs and estimates for the manufacture of lighthouse equipment; to prepare reports in connection with lighthouses and buoy service in a district; to make photometric tests and test materials and apparatus used in the lighthouse service; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with at least three years of experience in lighthouse work, one year of which shall have been in a position of professional responsibility, or five years of experience in lighthouse work, one year of which shall have been in a position of professional responsibility; tact, good judgment and supervisory ability.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

RIVER OBSERVER

(MARINE)

DEFINITION OF CLASS:

To observe by means of a gauge and to record the daily level of a river or other body of water for the purpose of gathering data for flood warnings or for navigation purposes; to forward the gauge readings to a central office; to be responsible for the care of a gauge; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; ability to make out reports and keep simple records; ability to make readings at assigned times; exactitude and reliability.

COMPENSATION:

$180 for part time services.

Allowance: Where more than one gauge is attended, such additional allowance may be paid as may be determined upon by the Department and the Civil Service Commission.

Exempt Class

SEAMAN

DEFINITION OF CLASS:

Under the direction of the Master and other officers, to assist in work pertaining to the care and navigation of a ship as assigned.

QUALIFICATIONS:

Primary school education; either four years of service before the mast, or three years in a registered deck fishing vessel and one year at sea on a trading vessel; good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECOND COXSWAIN (LIFE SAVING SERVICE)

DEFINITION OF CLASS:

To assist the Coxswain in directing the activities of a life saving station where a power boat is used; to stand a watch; to take charge of the station in the absence of the Coxswain; and to perform other related work as required.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; familiarity with the coast line in the district in question; thorough knowledge of the management of surf and life boats and the use of the life saving apparatus employed in the service; expert ability in swimming; ability to handle men; fearlessness; excellent physical condition; age more than 21 and less than 40 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECOND ENGINEER

DEFINITION OF CLASS:

To assist the Chief Engineer in the care and operation of a vessel's power and machinery equipment; and to perform other related work as required.

QUALIFICATIONS:

A valid and recognized engineer's certificate of competency for the kind and class of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECOND OFFICER

DEFINITION OF CLASS:

To assist the master and First Mate in the care and navigation of a steamer engaged in removing snags, attending to lights and buoys or breaking ice; and to perform other related work as required.

QUALIFICATIONS:

A valid and recognized mate's certificate of competency for the class of waters in question; particular knowledge of the waters and the service in which the vessel is engaged.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECOND STEWARD

DEFINITION OF CLASS:

Under the direction of the Chief Steward, to direct the crew of the steward's department on a government vessel; to assist the Chief Ship's Steward in looking after the comfort, convenience and preparation of meals for officers and crew; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least one year of experience as steward or pantryman aboard ship; cleanliness and good health.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

Approved -- Civil Service Commission
Unofficial Copy -- Legal Division

SECOND STEWARDESS

DEFINITION OF CLASS:

Under the direction of the Chief Steward, to direct the crew of the steward's department on a government vessel; to assist the Chief Ship's Steward in looking after the comfort, convenience and preparation of meals for officers and crew; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least one year of experience as steward or pantryman aboard ship; cleanliness and good health.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECRETARY-CLERK

DEFINITION OF CLASS:

All persons who were performing the duties of private secretary to a Minister or other member of a Government upon the coming into force of the Civil Service Amendment Act, 1919, and who held permanent positions in the Civil Service at that date, and whose positions have not been reclassified under the provisions of said Act, or who have not been otherwise disposed of by appointment, retirement or otherwise, shall be reclassified in this class.

COMPENSATION:

Annual:	$2,220	2,400	2,580	2,760	2,940
		3,120	3,300	3,480.	

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SECRETARY OF WRECK COMMISSIONER'S COURT

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To make verbatim shorthand reports of proceedings of such court, of evidence, arguments and of judgments; to act as secretary of the Court and representative of the Department at each formal investigation and, as such, to attend to and arrange all details, such as the issuing of notices and subpoenas, etc.; to supervise and direct the collection and tabulation of statistics respecting shipping casualties in Canadian waters.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience in court reporting or work of similar character and standing; the highest degree of stenographic ability, considerable knowledge of court procedure and acquaintance with court methods and practice; knowledge of English and French; in connection with the foregoing a knowledge of maritime law and familiarity with maritime terminology.

COMPENSATION:

Annual: $2,160 2,280 2,400 2,520, 2,640
2,760 2,880 3,000 3,120.

SEISMOLOGICAL OBSERVER

DEFINITION OF CLASS:

Under direction, to adjust and maintain the instruments used to record seismological and meteorological data; to tabulate readings recorded by the instruments; to check the self-recording instruments for accuracy; to prepare records for analysis, including the development of photographic records; and to perform other related work as required.

QUALIFICATIONS:

High school graduation, and preferably university training; at least two years of experience in making observations with, and in the operation of, care and reading of precise scientific instruments; ability to make difficult mathematical computations; ability to adjust delicate recording devices; exactitude.

COMPENSATION:

Annual: $1,740 1,800 1,860 1,920 1,980 2,040.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SEISMOLOGIST

DEFINITION OF CLASS:

To perform research work in seismology, under direction, in connection with the work of the Dominion Astronomical Observatory; to take readings of seismological instruments and maintain such instruments in efficient working condition; to record, compare, compute and prepare such readings and the results of seismological research for publication; to correlate microseisms and weather conditions; to test seismological instruments; to carry on investigations with reference to the interior of the earth; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing with specialization in physics; at least five years of experience in seismology; steady nerves.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000 3,120 3,240.

Approved -- Civil Service Commission
Deputy's Description -- over

SEISMOLOGIST

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to perform research work in seismology; to take readings of seismological instruments and maintain such instruments in efficient working condition; to record, compare, compute and prepare such readings and the results of seismological research for publication; to correlate microseisms and weather conditions; to test seismological instruments; to carry on investigations with reference to the interior of the earth; and to perform other related work as required.

SENIOR ASSISTANT ENGINEER

DEFINITION OF CLASS:

To assist the engineer in charge of a branch or certain work; to supervise and carry out under him engineering works, and to act for him in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with three years of experience in engineering design, estimate and construction work, two years of which shall have been in a position of professional responsibility, or five years of practical experience in engineering design, estimate and construction work, two years of which shall have been in a position of professional responsibility; firmness, tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $2,820 2,940 3,060 3,180 3,300.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR DRAFTSMAN

DEFINITION OF CLASS:

To draw difficult maps and plans; to plot survey and field notes; in some cases to supervise the work of a small drafting staff; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation from a school of applied science of recognized standing with two years of experience in an engineering drafting office, or four years of experience in an engineering drafting office; ability to supervise a drafting staff;preferably field experience in engineering.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR ENGINEERING CLERK

DEFINITION OF CLASS:

To make difficult mathematical calculations and computations in connection with engineering work; in some cases, to supervise a small group of employees; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with two years of experience in an engineering and drafting or computing office, or four years of experience in an engineering and drafting or computing office; thorough knowledge of mathematics; in some cases, knowledge of land survey work or geodesy; ability to direct the work of a small group of employees.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR INSPECTOR OF FOG ALARMS

DEFINITION OF CLASS:

To exercise general supervision and control, under the direction of the Commissioner of Lights, over the maintenance and repair of fog alarm stations throughout the Dominion; to supervise the inspection and operation of such plants and direct repairs to equipment; to assist in the purchase of supplies required for the maintenance of fog alarms; to conduct examinations for fog alarm engineers and recommend applicants for appointments; to handle correspondence and prepare reports; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in mechanical engineering from a school of applied science of recognized standing with three years of experience in mechanical engineering design, estimate and construction work, two years of which shall have been in a position of professional responsibility, or five years of practical experience in mechanical engineering work, two years of which shall have been in a position of professional responsibility in connection with the repair and inspection of boilers, steam and internal combustion engines and hydraulic, electrical and pneumatic machinery; good judgment; firmness, tact and supervisory ability.

COMPENSATION:

Annual: $2,820 2,940 3,060 3,180 3,300.

Approved -- Civil Service Commission

Except that the word "selection" should be substituted for the word "purchase" in respect to supplies, this definition accurately describes the duties of this position.

Deputy Minister

SENIOR MAP DRAFTSMAN

DEFINITION OF CLASS:

To compile and prepare difficult maps, plans, charts and diagrams for astronomical, geodetic, geological, geographical, military, naval, topographical and other purposes; in some cases to supervise the work of a small drafting staff; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with two years of subsequent experience in a map drafting office, or four years of experience in a map drafting office; ability to letter and prepare finished maps and plans; preferably some knowledge of lithographic and photographic work.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

Approved -- Civil Service Commission

Except for the addition of "to compile and prepare nautical charts and plans and to perform other related work as required," this definition accurately describes the duties of this position.

Deputy Minister

SENIOR RADIO-ELECTRICAL ENGINEER

DEFINITION OF CLASS:

Under the Director of Radiotelegraph Service, to be responsible for the engineering work of the Radiotelegraph Section; to prepare plans, estimates and specifications for, and to supervise the installation of, radiotelegraph equipment, and apparatus; to check plans, estimates and specifications prepared by others; to perform and supervise the performance of special tests and experiments to make investigations and reports for the information of the Director; to plan and be responsible for the electrical work of the Marine Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in electrical engineering from a school of applied science of recognized standing; four years of experience in designing, estimating and installing radiotelegraph equipment; two years of which shall have been in a position of professional responsibility; intimate knowledge of the adjustment of radiotelegraph apparatus; ability to operate in the International Morse Code; firmness and tact; supervisory ability.

COMPENSATION:

Annual: $3,120 3,300 3,480 3,660 3,840.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR RADIO-ELECTRICIAN

DEFINITION OF CLASS:

Under direction, to be responsible for the installation of radio stations within an operating Division, or of special apparatus and equipment; to direct the preparation of sites, the erection of masts and aerials, and the installation of equipment; to build and repair or supervise the building or repairing of apparatus and equipment; to make reports and estimates of cost of work and of equipment as required; to be responsible for the supplies and equipment of an operating division; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in electrical engineering from a school of applied science of recognized standing with five years of experience in radio-electrical work, or eight years of experience in radio-operating, repair or maintenance work; the possession of a "first" or "second" class Canadian Certificate of Proficiency in Radio issued under the International Radiotelegraph Convention of 1927; experience in the operation, maintenance and repair of steam, internal combustion engines, electric motors, generators and storage batteries; thorough knowledge of radio apparatus and equipment; familiarity with modern office practice; ability to make or to direct major repairs to machinery and apparatus; ability to interpret plans and specifications and to build therefrom; supervisory ability; good physical condition.

COMPENSATION:

Annual: $2,340 2,460 2,580.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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SENIOR RADIO INSPECTOR

DEFINITION OF CLASS:

Under the direction of the Chief Radio Inspector, to be responsible for the inspection of all radio stations in an assigned district; to report infractions of the Regulations, and, as directed, to take legal or other action for the purpose of enforcing the law; to organize and correlate the work of an inspection staff in an inspection district; to conduct examinations for Certificates of Proficiency in Radio, and to rate examination papers; to make reports and to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from high school and preferably graduation in electrical engineering from a university of recognized standing; the possession of a "first" or "second" class Canadian Certificate of Proficiency in Radio issued under the International Radiotelegraph Convention of 1927; at least five years of experience in radio operation and control; experience in the examination of Radio Operators; thorough knowledge of the laws and practice governing the control of radio in Canada; familiarity with foreign laws relating to radio; familiarity with modern office practice; demonstrated ability to deal with the public; administrative ability; good judgment; tact.

COMPENSATION:

Annual: $2,340 2,460 2,580.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR RADIOTELEGRAPH OPERATOR

DEFINITION OF CLASS:

Under direction, to receive and transmit radiotelegrams at a high rate of speed and to be responsible for the repair and maintenance of radiotelegraph apparatus and station equipment; to receive and transmit messages over telegraph lines; to keep radiotelegraph traffic accounts; in some cases to have charge of a radiotelegraph station; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of experience as a Junior Radiotelegraph Operator or in a position of equivalent character and standard; intimate knowledge of the construction, care, operation and adjustment of radiotelegraph apparatus and instruments; knowledge of simple accounting methods; the possession of a "First" or "Second" Class Canadian Certificate of Proficiency in Radiotelegraph issued under the International Radiotelegraph Convention of 1927; ability to receive and transmit telegraphic messages in the International Morse Code at the rate of 25 words per minute in plain language and 20 words per minute in code groups, (mixed letters, figures and punctuation marks); and in the American Code at a speed of not less than 15 words per minute in plain language; good physical condition.

COMPENSATION:

Annual: Grade 1 - $1,620 1,680
Grade 2 - $1,800 1,860.

If board or lodging is provided by the Department deductions from the above compensation will be made at the following rates:

Board		$25 per month
Lodgings	(single men)	10 "
"	(married men)	20 "

Operators on duty at certain isolated stations shall receive an additional monthly allowance as follows:

Belle Isle	$50	Cape Race	$4
Pachena	4	Hudson Straits Stations	$50
Estevan	4	Lightships	$8
Port Nelson	20	Bull Harbour	$4

(Over)

SENIOR RADIOTELEGRAPH OPERATOR (Continued)

Operators in charge of stations shall receive the following allowance while actually in responsible charge:

Grade 1 Stations	$60 per annum
Grade 2 "	$180 "

For the present the stations shall be considered in the following classes:

Grade 1 Stations: Cape Lazo, B.C.
Ikeda Head, Q.C.I.
All Ship Stations

Grade 2 Stations: Port Nelson, Le Pas, Point Gray Pachena Point, B.C., Gonzoles Hill, Estevan Point, B.C., Triangle Island, Albert Bay, B.C., Dead Tree Point, Q.C.I., Digby Island, B.C., Niobe (Halifax Harbour Str.), All Direction Finding Stations, Ottawa, Ont., Lulu Island, B.C.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR SHIP DRAFTSMAN

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to have charge of and to direct the work of a ship-drawing office; to design and prepare plans, estimates, specifications and calculations for vessels and floating equipment of every description, and to supervise the preparation of detailed plans; and to perform other related work as required.

QUALIFICATIONS:

Much the same as those provided for Principal Ship Draftsman, with perhaps somewhat less actual experience.

COMPENSATION:

Annual: $1,800 1,920 2,040 2,160.

SENIOR STEAMSHIP INSPECTOR

DEFINITION OF CLASS:

Under the Chairman of the Board of Steamship Inspection, to have supervision of a Steamship Inspection district; to consult with and advise steamship inspectors, owners, shipbuilders and others in a district; to ensure uniformity in inspection work; to make special inspections when necessary; when required, to consult with shipbuilders in regard to new methods of construction; to advise and make recommendations to the Chairman concerning conditions in a district; to act as a member of the Board of Steamship Inspection at board meetings; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least five years of experience as a steamship inspector or work of equivalent character and standard; wide knowledge of the theory and practice of marine engineering and ship construction; tact; impartiality of judgment; administrative ability.

COMPENSATION:

Annual: $3,420 3,540 3,660.

Approved -- Civil Service Commission
Deputy's Description -- over

SENIOR STEAMSHIP INSPECTOR

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To be in charge of a Steamship Inspection district over several Inspectors, and responsible to the Chairman for the work in the district; to advise Inspectors on questions involving seaworthiness of ships, the administration of the law, etc.; to inspect the boilers and machinery, and/or hulls of steamships, and issue statutory certificates of seaworthiness; to act as senior technical officer responsible for the supervision of repairs to Government ships in a district, involving the preparation of specifications and estimates; to act as examining officer for the issue of marine engineer certificates; to act as member of the Board of Steamship Inspection as required.

QUALIFICATIONS:

At least high school graduation, with extended knowledge of the theory involved in the design and construction of hulls of ships, their boilers and machinery; extended experience in the construction and repair of the hulls, boilers and machinery of steamships.

SENIOR TIDAL AND CURRENT SURVEYOR

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to perform field and office work in connection with tide and current observations and the preparation of tide tables for mariners, navigation and other marine industries; to design and erect tide and current recording stations; to supervise repairs to tidal recording instruments and stations; on occasion, to have charge of steamers employed in tidal current investigations; to calculate and prepare tidal data for the printer; as required, to supervise the work and staff of the tidal and current division; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; ten years experience in Canadian hydrographic engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000
3,120 3,240 3,300.

SENIOR TRAFFIC CLERK

DEFINITION OF CLASS:

To perform difficult and specialized work of a clerical nature, requiring the exercise of considerable independent judgment and wide knowledge of the specialized clerical methods involved in the inspection, investigation, preparation, registration and filing of transportation rate tariffs; to supervise the work of clerical employees of the same or a lower rank; and to perform other related work as required.

QUALIFICATIONS:

Two years of high school education; at least three years of experience in the handling and filing of tariffs; wide knowledge of railway, express, telephone and telegraph routes and rates; supervisory ability; some knowledge of railway accounting.

COMPENSATION:

Annual: $2,040 2,160 2,280 2,400 2,520.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SENIOR TRANSLATOR

DEFINITION OF CLASS:

To make literal or free translations, correct as to idiom, text and substance, of important official and technical correspondence, reports and publications, requiring considerable skill and previous experience, wide knowledge of specialized official diction and technical phraseology, and the greatest fluency in the languages used; in some cases to supervise the work of employees in the same or lower ranks; to act as interpreter on occasion; and to perform other related and incidental clerical work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least two years of experience as Translator or experience of similar character and standard; in some cases sufficient specialized training or previous experience to insure thorough familiarity with legal and scientific terminology; considerable demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used; ability to read, write and speak two or more languages fluently; in some cases supervisory ability.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

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SHEAR LEG OPERATOR

(MARINE)

DEFINITION OF CLASS:

Under direction, to operate shear legs (heavy hoisting apparatus); to repair and maintain the equipment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; some experience in the operation of hoisting apparatus; ability to make small repairs; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

SHIP DRAFTSMAN

DEFINITION OF CLASS:

To prepare, under supervision, plans and sketches of ships, dredges, scows, and other floating equipment; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of subsequent experience in a drafting office, or three years of experience in a drafting office; ability to make neat, accurate and complete drawings for ship and floating equipment construction.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SHIPPING MASTER

DEFINITION OF CLASS:

To keep registers of persons who apply to them for employment as seamen;
To keep registers of seamen engaged, and discharged;
To witness the engagement and signing on of seamen;
To prepare Articles of Agreement between Masters and crews;
To see that Articles of Agreement do not contain stipulations contrary to law;
To explain Agreements to seamen and to see that the scale of provisions and accommodation on board ship are adequate;
To facilitate arrangements for seamen's wages, allotment notes and the payment of advance wages;
To provide seamen with Continuous Certificate of Discharge Books and to keep a record of the same;
To prepare Seamen's Identification Certificates;
To witness Seamen's Certificates of Discharge;
To receive and check seamen's accounts of wages;
To facilitate the making of apprenticeships to the sea service;
To record apprentices' indentures;
To assist Immigration officials in preventing seamen entering Canada illegally;
To make the necessary endorsements on ships' Articles in cases of desertion; in cases of seamen left behind; in cases of seamen discharged by mutual consent or otherwise during the currency of the Agreement, and in cases of alterations in the Agreement;
To receive the custody of ships' papers in the case of vessels remaining in port a certain length of time, and make the necessary endorsements thereon;
To receive the properties of deceased and other seamen, and fines and forfeitures, and to dispose of the same as directed;
To inquire into the death of seamen who die on board ship or in port while on Articles;
To see that the laws respecting the employment of children and young persons on board ship and their medical examination, and the law respecting unemployment indemnity in the case of shipwrecked seamen are observed;

Also Shipping Masters in Canada perform the same services for sick, injured and distressed British Masters and seamen at Canadian ports as British Consuls perform for sick, injured and

(over)

SHIPPING MASTER (Continued)

distressed Canadian Masters and seamen at foreign ports, by providing such relief and hospital treatment as is necessary, and arranging for their repatriation.

They receive the wages and effects of sick, injured and distressed British seamen at Canadian ports whose proper ports of discharge are in the United Kingdom.

They receive reports of marriages, deaths and births on British ships in Canadian waters, and terminated Articles and Log Books, and remit the same to the Registrar General of Shipping and Seamen, London.

They receive contributions from Masters and seamen of British vessels at Canadian ports for the British Unemployment and Health Insurance schemes and check the contribution schedules and remit the receipts to the Board of Trade, or as the Board directs.

In addition to making the required reports and returns to the Department at Ottawa, Shipping Masters keep accounts current with the Board of Trade which they render quarterly.

COMPENSATION:

Fees of office.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SHIP'S MEDICAL OFFICER

(MARINE)

DEFINITION OF CLASS:

Under direction, or as required, to attend persons needing medical attention on board ship; to diagnose diseases and prescribe proper treatment; to perform surgical operations; and to perform other related work as required.

QUALIFICATIONS:

Graduation in medicine from a college of recognized standing; a license to practice medicine; at least one year of experience in the practice of medicine.

COMPENSATION:

Prevailing rates shall apply.

Exempt Class

SIGNAL AGENT

DEFINITION OF CLASS:

To have charge, under direction, of a signal station of the Signal Service of the Department of Marine; to report the passage of ships; to report weather conditions; to display signals; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; ability to keep simple records and make reports; proficiency in the use of the international code; in some cases, ability to speak both English and French; good physical condition.

COMPENSATION:

Annual: $900 960 1,020 1,080 1,140.

Where the maintenance of a tidal semaphore is required, the compensation for positions in this class shall be $15 per month higher than the above rates.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SIGNAL AGENT (PART TIME)

DEFINITION OF CLASS:

Under direction, to keep watch for ships inward and outward bound as they pass a station of the Signal Service of the Department of Marine; to report the passage of ships to Quebec by telephone or telegraph; to signal passing ships with international code flags or other signals when required; to keep a simple record of passing ships and have charge of the equipment of a signal station; to make reports of ships in distress; if required, to report the movement of ice during the winter; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; ability to keep simple records and to signal with the international code; in some cases, ability to speak both English and French; good physical condition; reliability.

COMPENSATION:

Annual: $35 to $350, depending upon the amount of time required.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SIGNAL CLERK

DEFINITION OF CLASS:

Under the direction of the Chief Signal Clerk, to receive and give out information concerning the movements of vessels, as transmitted from the various signal stations for the Department of Marine; to keep records of the movements of ships inward and outward bound; to notify pilots, harbour masters, shipping agents, and others of vessel movements, weather, tidal and ice conditions, and other shipping news; to operate a private telephone switchboard; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; familiarity with marine affairs; ability to keep ordinary records and operate a telephone switchboard; in some cases, ability to speak both English and French; exactitude.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320 1,380.

Part time salaries may also be paid to clerks who relieve incumbents of this position.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SIGNAL CLERK, ST. JOHN

DEFINITION OF CLASS:

Under direction, to be responsible for the work of the Signal Service of the Department of Marine at the port of St. John, New Brunswick; to receive from Signal Agents and issue information relative to the movements of vessels and weather conditions; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; several years of experience in marine affairs; ability to keep simple records and make reports; thorough familiarity with the international code.

COMPENSATION:

Annual: $1,200 1,260 1,320 1,380 1,440 1,500.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SIXTH ENGINEER

DEFINITION OF CLASS:

To assume such responsibilities as may be assigned by superior officers in caring for and operating a vessel's power and machinery equipment.

QUALIFICATIONS:

Primary school education; a valid and recognized engineer's certificate of competency for the class and kind of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SOREL SHIPYARD SUPERINTENDENT

DEFINITION OF CLASS:

Under executive direction, to have charge of the Sorel Shipyard; to be responsible for the design, estimate, construction and repair of ships; to supervise the buying and safekeeping of stores and stock and the work of all employees; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least five years of experience in ship design and construction, two years of which shall have been in responsible charge of such work; thorough knowledge of various types of ships and ship machinery and the construction and repair thereof; firmness, tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $4,200 4,500 4,800.

Approved -- Civil Service Commission
Deputy's Description -- over

SOREL SHIPYARD SUPERINTENDENT

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under executive direction, to be responsible in every particular for the management and operation of the Government Shipyard at Sorel; to be responsible for the maintenance and good repair of the River St. Lawrence Ship Channel fleet; to be responsible for the design and construction of new units, as required; as directed, to be responsible for the repair and construction of Dominion steamers and icebreakers; and to perform other related work as required.

SPECIAL TYPIST, GRADE 3

DEFINITION OF CLASS:

To perform, under supervision, very difficult and specialized typewriting work at a high rate of speed and to perform, in conjunction, important secretarial work requiring specialized knowledge and the exercise of independent judgment; in some cases, to handle correspondence without dictation; to supervise a large group of employees engaged in stenographic, typing and clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least two years of experience in clerical work; ability to operate a typewriter at a very high rate of speed; supervisory ability; good knowledge of modern office practice; tact and good judgment.

COMPENSATION:

Annual: $1,380 1,440 1,500 1,560 1,620.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STATIONARY ENGINEER, HEATING, GRADE 2

DEFINITION OF CLASS:

To operate and maintain, or assist in operating and maintaining, the power plant equipment of a public building or group of buildings during an assigned period; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a valid stationary engineer's certificate; at least one year of experience in general machinist's work, pipe and steam fitting, and boiler work; good physical condition.

COMPENSATION:

Annual: $1,440 1,500 1,560.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STEAMSHIP INSPECTOR, BOILERS AND MACHINERY

DEFINITION OF CLASS:

To inspect the boilers and machinery of steamships to determine whether they are in proper operating condition to go to sea and whether government regulations for safety are being observed; to examine candidates for marine engineers' certificates; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of experience in the operation of steamship boilers and machinery; thorough knowledge of the regulations and practices relating to the inspection of marine boilers and machinery; ability to make the necessary mathematical calculations involved in the inspection and testing of marine boilers and machinery; good judgment; ability to deal tactfully and firmly with shipbuilders, owners and captains.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880.

Approved -- Civil Service Commission
Deputy's Description -- over

STEAMSHIP INSPECTOR, BOILERS AND MACHINERY

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To inspect the boilers and machinery of steamships annually, to discover whether they are in a seaworthy condition or otherwise; to decide what repairs are required to the boilers and machinery of ships to put them in seaworthy condition; to supervise the construction of the boilers and machinery of steamships; to make inspection in case of damage to the boilers or machinery of steamships to decide on repairs required; to issue statutory certificates of seaworthiness to steamships inspected as above; to act as technical officer directly responsible for the repairs to the boilers and machinery of Government ships, involving the preparation of specifications and estimates.

QUALIFICATIONS:

At least high school graduation; good general knowledge of the theory involved in the design, construction and repair of the boilers and machinery of ships, and at least ten years experience in this work.

STEAMSHIP INSPECTOR, GENERAL

DEFINITION OF CLASS:

To inspect boilers, machinery, hulls and equipment of steamships during construction, and from time to time as required by law, to determine whether they are sufficient for the service in which they are to be engaged, and in good condition, and that the law as regards certificated officers and equipment, is complied with; to issue statutory certificates of inspection; to examine the plans and designs of boilers, machinery, hulls and equipment of steamships, and to determine by calculation the strength of the various parts, and to advise whether they can receive approval; to advise those concerned as to the repairs required to keep steamships in a satisfactory condition; to examine candidates for marine engineer's certificates; to act as a member of the Board of Steamship Inspection when required; to investigate and report on accidents to and failure of steamships, boilers, machinery or equipment; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of recognized standing; thorough knowledge of the theory and practice of marine engineering and ship construction; at least twelve years of practical experience in design, construction, maintenance or operation of steamships, marine engines, boilers, machinery and equipment; ability to make the necessary calculations involved in the inspection and testing of hulls, engines and boilers and equipment; tact and good judgment; firmness in dealing with owners and ships' officers.

COMPENSATION:

Annual: $2,820 3,000 3,180 3,360.

Approved -- Civil Service Commission

The above definition is not accurate. The position of Steamship Inspector, General, combines the duties of both a Steamship Inspector, Boilers and Machinery, and a Steamship Inspector, Hulls and Equipment.

Deputy Minister

STEAMSHIP INSPECTOR, HULLS AND EQUIPMENT

DEFINITION OF CLASS:

To inspect the hulls and equipment of steamships to determine whether they are in proper condition to go to sea and whether government regulations for safety are being observed; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of experience in the design and construction of steamship and ship equipment; thorough knowledge of the regulations and practices relating to the inspection of hulls and marine equipment; ability to make the necessary mathematical calculations involved in the inspection and testing of hulls and equipment; good judgment; ability to deal tactfully with shipbuilders, owners and captains.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880.

At the port of Halifax an annual allowance of $480 may be paid to one officer for the performance of the duties of Ship's Tackle Inspector, in addition to the full duties of a Steamship Inspector, Hulls and Equipment.

Approved -- Civil Service Commission
Deputy's Description -- over

STEAMSHIP INSPECTOR, HULLS AND EQUIPMENT

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To inspect the hulls and equipment of steamships annually, to discover whether they are in a seaworthy condition or otherwise; to decide what repairs are required to the hulls and equipment of ships to put them in seaworthy condition; to supervise the construction of the hulls and equipment of ships; to make inspection in case of damage to the hulls or equipment of ships to decide on repairs required; to issue statutory certificates of seaworthiness to ships inspected as above; to act as technical officer directly responsible for the repairs to the hulls and equipment of Government ships, involving the preparation of specifications and estimates.

QUALIFICATIONS:

At least high school graduation; good general knowledge of the theory involved in the design, construction and repair of the hulls and equipment of ships, and at least ten years experience in this work.

STENOGRAPHER, GRADE 3

DEFINITION OF CLASS:

To take and transcribe difficult dictation, and in conjunction therewith, to perform important secretarial work requiring specialized knowledge and the exercise of independent judgment; in some cases to handle correspondence without dictation; to supervise a large group of employees engaged in stenographic and clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least two years of experience in stenographic and clerical work; ability to take and transcribe difficult dictation given at a rapid rate of speed; supervisory ability; good knowledge of modern office practice; tact and good judgment.

COMPENSATION:

Annual: $1,380 1,440 1,500 1,560 1,620.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STENOGRAPHER, GRADE 2

DEFINITION OF CLASS:

To perform, under supervision, stenographic and clerical work requiring skill, previous experience and a knowledge of clerical methods; to take and transcribe with accuracy difficult dictation; to perform secretarial or general clerical work; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least one year of experience in stenographic work; some knowledge of modern office practice; ability to take and transcribe difficult dictation at a fairly high rate of speed; intelligence, tact and good judgment.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320 1,380.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STENOGRAPHER, GRADE 1

DEFINITION OF CLASS:

To perform, under supervision, routine clerical and stenographic work; to take and transcribe routine dictation; to assist in simple clerical work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; ability to take and transcribe simple dictation at a moderate rate of speed, and to understand and follow directions; tact and good judgment.

COMPENSATION:

Annual: $720 780 840 900 960 1,020.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STEWARDESS

DEFINITION OF CLASS:

To have general control of the commissary on a government vessel; to be responsible for the comfort of, service to and preparation of meals for officers and crew; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least two years of experience in the different grades of the steward's department on a ship; some knowledge of clerical work; supervisory and organizing ability; cleanliness and good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STOREKEEPER

DEFINITION OF CLASS:

To perform, under supervision, work requiring skill and previous experience involved in the receipt, storage and issue of ship's stores; in some cases to supervise a small staff, and to perform other related and incidental work as assigned.

QUALIFICATIONS:

Primary school education; trustworthiness; at least one year of experience in receiving, storing or issuing stores; preferably some experience in bookkeeping.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STORM SIGNAL AGENT

DEFINITION OF CLASS:

To be in charge of a storm signal station; to receive code warnings of storms; to acknowledge the receipt of these messages by telegraph; to hoist proper storm signals; to keep a record of the weather during the time the signal is displayed and to lower it on receipt of a safety message; to make reports of damage caused by storms; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; exactitude and reliability.

COMPENSATION:

From $45 to $225 a year for part time services, depending upon the importance of the station and the amount of time required.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

STUDENT DRAFTSMAN

DEFINITION OF CLASS:

Under supervision, to do simple drafting, computing and tracing; to work up simple details from dimensioned sketches; to assist in making and finishing blueprints; to assist in the care of plans, maps, charts and other data and material used in a drafting office; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; aptitude for drawing and penmanship; age not to exceed twenty-one years.

COMPENSATION:

First year:	$ 960
With one year of satisfactory experience as Student Draftsman	1,080
With two years of satisfactory experience as Student Draftsman	1,200
With three years of satisfactory experience as Student Draftsman	1,320.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT, HUMANE ESTABLISHMENT

DEFINITION OF CLASS:

To supervise the activities of and to be accountable for the proper care, preservation and good order of the buildings, grounds, apparatus, lifeboats and other appurtenances of an Humane Establishment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least two years of experience as Foreman, Humane Establishment, or in work of similar character and standard; two years or more of experience as a general farm and stock hand; thorough knowledge of life and surf boats and life saving apparatus and appurtenances; clerical ability; age not more than 45 and preferably not more than 35.

COMPENSATION:

Annual: At Sable Island Station - $1,140 1,200 1,260 1,320

At St. Paul Island Station - $720 780 840 900 960 1,020

Allowance: Subsistence, in both cases.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT, LIGHTHOUSE DEPOT

DEFINITION OF CLASS:

To exercise general supervision and control over the lighthouse depot at Prescott, Ontario; to superintend repairs to various kinds of aids to navigation; to have charge of supplies and equipment used in equipping or maintaining lighthouses, light-ships, fog alarm stations, and buoys and to issue such material upon proper requisition; to assist in the purchase of equipment; to supervise the work of government steamers in connection with the supervision of lighthouse and buoy work in the Prescott division; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from high school; at least seven years of experience in engineering and machine shop work, preferably in the Lighthouse Service; thorough familiarity with the work of maintaining aids to navigation; supervisory ability.

COMPENSATION:

Annual: $2,640 2,820 3,000 3,180 3,360.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT, MASTERS AND SEAMEN BRANCH

DEFINITION OF CLASS:

Under direction, to be responsible for the work of the Masters and Seamen Branch of the Department of Marine and Fisheries; to carry out regulations relating to masters, mates, seamen, navigation and navigation schools; to supervise examinations for various classes of navigation certificates and to issue and record certificates and licenses; to assign and apportion work to Examiners of Masters and Mates and to other employees; to handle correspondence and prepare reports; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; extended experience in navigation; thorough familiarity with the organization and work of the branch and with the regulations relating to navigation; administrative ability.

COMPENSATION:

Annual: $3,180 3,360 3,540 3,720.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT OF LIGHTS

DEFINITION OF CLASS:

Under direction, to be responsible for the maintenance of the lighthouse and buoy service within the jurisdiction of an agency of the department of Marine; to inspect or supervise the inspection of lighthouses, lightships, lights and sounding and other buoys; to superintend the maintenance of aids to navigation; to requisition supplies; to prepare reports and make recommendations in connection with the extension of the light service; to conduct correspondence with lightkeepers; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in mechanical engineering from a school of applied science of recognized standing; several years of machine shop experience; thorough knowledge of the construction and repair of various kinds of aids to navigation; familiarity with the work of the Department, with the channels and coast of the district, and with marine business; supervisory ability.

COMPENSATION:

Annual: $2,820 3,000 3,180 3,360.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT OF PILOTS

DEFINITION OF CLASS:

Under direction, to supervise the pilotage service in a pilotage district of the Department of Marine; to call and assign pilots to ships, receive pilotage fees and make the required reports and returns to the Department; when required, to conduct investigations into wrecks, collisions and strandings; to make recommendations and handle correspondence in connection with such work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least one year of experience in command of a vessel with a master's certificate of competency of a grade not lower than that of Master of a passenger steamer in the Canadian coasting trade; for the Pilotage District of Quebec, a knowledge of both official languages; thorough familiarity with shipping matters and the work of the Pilotage Branch; administrative ability.

COMPENSATION:

Annual: $3,180 3,360 3,540 3,720.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT OF SIGNAL SERVICE

DEFINITION OF CLASS:

To exercise general supervision and control, under direction, over the Signal Service of the Department of Marine, from the Great Lakes to the Atlantic Ocean; to supervise and inspect, from time to time, the work of Signal Agents employed to report on the movements of vessels and on tidal, weather and ice conditions; to direct the work of clerks engaged in issuing and tabulating reports received from Signal Agents; to handle correspondence and meet the public; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience as Chief Signal Clerk or in work of equivalent character and standard; ability to speak and write English and French; thorough familiarity with marine affairs and modern office practice; supervisory ability.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

Approved -- Civil Service Commission
Certified Correct -- Deputy Auditor

SUPERINTENDENT, RADIOTELEGRAPH SERVICE

DEFINITION OF CLASS:

Under the Director of Radiotelegraph Service, to have executive control of Division Superintendents and to be responsible for the operation, care and maintenance of the Radiotelegraph Stations and for the administering of the affairs of the Radiotelegraph Service; to make investigations and reports for the information of the Director; to be responsible for the inspection of all Radiotelegraph Stations, ashore and on vessels, of Canadian registry; to be responsible for the securing of supplies and equipment; to hold examinations for Certificates of Proficiency in Radiotelegraph; to have charge of the Branch in the absence of the Director; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in electrical engineering from a school of applied science of recognized standing with at least five years of experience in wireless telegraph and telephone maintenance and operating work, five years of which shall have been in a position of professional responsibility, or ten years of experience in wireless telegraph and telephone operation and inspection work, three years of which shall have been in a position of Division Superintendent, or work of equal character and standard; thorough knowledge of modern office practice and of radio and land line accounting; administrative ability; firmness and tact.

COMPENSATION:

Annual: $3,720 3,840 3,960.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERINTENDENT, WESTERN AIRWAYS, WEATHER FORECASTING SERVICE

DEFINITION OF CLASS:

Under direction, to organize and direct the Western Airways Weather Forecasting Service; to investigate meteorological conditions affecting aviation, and perform research in connection with problems arising in connection with the Air Mail Service and aviation generally in the prairie provinces; to survey proposed locations of weather observing stations and report upon their suitability; to supervise the installation of weather recording apparatus and to instruct new appointees in their duties; to supervise and inspect the work of Meteorological Observers and others at airports in making wind direction and velocity observations of the upper air and other meteorological observations; to superintend the collation of reports, and the preparation and dissemination of weather forecasts for aviators; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; at least two years of experience in some phase of physical research; preferably a post-graduate course in meteorology; at least one year of experience in meteorological research or in weather forecasting; demonstrated ability to make original investigations and to prepare constructive reports; demonstrated organizing ability; tact and good judgment; good physical condition.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000 3,120 3,240.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERVISING EXAMINER OF MASTERS AND MATES

DEFINITION OF CLASS:

To supervise and be responsible for the administration and work of the Examiners of Masters and Mates within a division; to examine candidates for masters' and mates' certificates at a particular port and at other ports in a division when required; to pass on the qualifications of candidates; to design, correct, rate and be responsible for the custody of examination papers and other confidential documents of a division; to make recommendations relative to the issue of certificates; to keep and render a correct account of examination fees; to hold inquiries into shipping casualties when required; to attend to correspondence; to make necessary returns and reports; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; a competent knowledge of navigation and seamanship; experience in navigation; a master's certificate of competency; thorough knowledge of the Department's rules and regulations and of examination methods; keen and impartial judgment; tact.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

SUPERVISOR OF HARBOUR COMMISSIONS

DEFINITION OF CLASS:

To perform, under direction, important clerical work requiring a high degree of specialized knowledge, ability and long experience involved in supervising the examination of the accounts of harbour commissions, the approval of their by-laws, study of their financial requirements, and assigned administrative work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably some university training; at least three years of clerical experience in a supervisory capacity; a high degree of specialized knowledge of the constitution and power of harbour commissions; administrative ability.

COMPENSATION:

Annual: $3,720 3,840 3,960 4,080 4,200 4,320.

Approved -- Civil Service Commission
Deputy's Description -- over

SUPERVISOR OF HARBOUR COMMISSIONS

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under executive direction, to supervise the activities of active corporations of harbour commissions in Canada and to direct and control all such commissions within the powers vested in them by parliament; to scrutinize and pass upon all proposed capital works which involve the expenditure of monies loaned or advanced by parliament for such purposes; to scrutinize and to pass upon all by-laws proposed to be enacted for the regulation of harbour operations and the imposition of tolls, rates and other charges; to design and install effective accounting systems for the ready determination of the financial conditions of Harbour Commissions, in respect of both revenue and capital accounts, and to direct and audit such systems and accounts; also to administer that part of the Canada Shipping Act relating to the appointing of Harbour Masters and the enacting and enforcement of regulations for the control of public harbours; and to perform other related work as required.

QUALIFICATIONS:

Education or experience equivalent to university training in commerce; preferably some training in engineering and ability to read and apply technical points to plans of construction; not less than five years experience in practical industry and accounting; executive ability and experience; tact and good judgment.

TACKLE INSPECTOR

(MARINE)

DEFINITION OF CLASS:

To inspect ship's tackle and gear used in loading and unloading ships in order to determine its safety; to inspect life jackets in order to determine conformity with government requirements and specifications; to make reports in connection with such inspection; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least one year of experience as a rigger or stevedore; familiarity with the various kinds of ship's tackle and gear; good judgment; integrity; firmness.

COMPENSATION:

Annual: $1,260 1,320 1,380 1,440.

Exempt Class

TELEGRAPH OPERATOR

DEFINITION OF CLASS:

Under direction, to receive and transmit telegrams in the service of some department other than the Department of Public Works; to keep telegraph instruments in good working order; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least one year of experience as a telegraph operator; ability to receive and transmit messages at the required speed and to make simple adjustments to equipment; thorough understanding of elementary electricity as applied to telegraphy.

COMPENSATION:

Annual: $1,260 1,320 1,380 1,440 1,500 1,560.

The Operator at the Meteorological Office at Toronto shall receive $1,980 per annum.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

TELEPHONE OPERATOR

DEFINITION OF CLASS:

Under direction, to operate a telephone switchboard in the service of some department other than the Department of Public Works; to keep records of connections; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least six months of experience as a switchboard operator; thorough knowledge of the operation of a telephone switchboard; clear and distinct enunciation.

COMPENSATION:

Annual: $720 780 840 900 960.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

THIRD ENGINEER

DEFINITION OF CLASS:

To assist the Chief Engineer and Second Engineer in the care and operation of a vessel's power and machinery equipment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a valid and recognized engineer's certificate of competency for the kind and class of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

THIRD OFFICER

DEFINITION OF CLASS:

To perform such work as may be assigned by the Master and other superior officers in caring for and navigating a steamer engaged in removing snags, attending to lights and buoys or breaking ice.

QUALIFICATIONS:

A valid and recognized mate's certificate of competency for the class of waters in question; two years of experience in minor positions in the waters in which the vessel is navigating and in the class of service in which the vessel is engaged.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

TIDAL AND CURRENT OBSERVER

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to make observations of tides and currents, along the British Columbia coast to obtain data for the calculation of tide tables for the use of mariners, fishermen and others; to prepare and forward simple reports of such observations; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; ability to handle various kinds of boats; thorough familiarity with the tides and currents of the Pacific coast and with outdoor camping; exactitude; sobriety; good physical condition.

COMPENSATION:

Annual: $1,140 1,200 1,260 1,320 1,380 1,440

TRANSMITTER (MESSAGE)

(MARINE)

DEFINITION OF CLASS:

This is a telegraph operator who is paid additional for transmitting Marine Signal Service information, in addition to his regular telegraph work for the Public Works Department.

COMPENSATION:

$7 per month (part time).

TRAVELLING PAYMASTER

DEFINITION OF CLASS:

Under direction, to be responsible for the payment of salaries and wages to Dominion Government employees both at Headquarters and in the field; to draw necessary money from banks and be responsible for its custody; to keep the necessary record of work and return prescribed receipts for money paid out; and to perform incidental and other related work as required.

QUALIFICATIONS:

Primary school and preferably high school education; extended experience in handling, safeguarding and paying out cash; some knowledge of keeping records and accounts; accuracy; sobriety and absolute integrity; good physical condition.

COMPENSATION:

Grade 1: Annual - $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

TYPIST, GRADE 2

DEFINITION OF CLASS:

To perform, under supervision, difficult or specialized typewriting work at a high rate of speed; to perform clerical work involving the application of office practice and procedure; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least one year of experience in clerical work; some knowledge of modern office practice; ability to perform accurate typing work at a high rate of speed; intelligence, tact and good judgment.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320 1,380.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

TYPIST, GRADE 1

DEFINITION OF CLASS:

To perform, under supervision, typewriting work on an ordinary or special typewriter; to assist in simple clerical work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; ability to operate a typewriter at a moderate rate of speed, and to understand and follow directions; tact and good judgment.

COMPENSATION:

Annual: $720 780 840 900 960 1,020.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WATCHMAN

DEFINITION OF CLASS:

To be responsible, under direction, for the protection of government buildings, premises and other property against fire, damage and theft; and to perform other related work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; sobriety and trustworthiness.

COMPENSATION:

Annual: $900 960 1,020 1,080 1,140 1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER FORECASTER, GRADE 3

DEFINITION OF CLASS:

Under the direction of the Director, Meteorological Service, to analyze and compare reports on weather conditions furnished by observers and to issue daily weather forecasts for an assigned territory; to supervise the work of assistants engaged in compiling meteorological records and weather charts; to assist in the inspection of meteorological records and weather charts; to assist in the inspection of meteorological stations and have charge of supplies for such stations; to make special observations in meteorology; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing; with specialization in physics and mathematics; at least two years of experience in making meteorological observations and computations; thorough familiarity with the technique of making weather forecasts.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000 3,120 3,240.

Approved -- Civil Service Commission
Deputy's Description -- over

WEATHER FORECASTER, GRADE 3

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under the direction of the Director, Meteorological Service, with the aid of reports of simultaneous weather observations made twice daily over North America, to issue weather forecasts for specified territories and for specific purposes, (fruit spraying, forest fire hazards, aviation, etc.) and to issue storm warnings to mariners; to supervise the work of assistants engaged in compiling meteorological records and charts required in forecasting; to inspect meteorological stations and instruct observers; to investigate and study weather conditions for forecasting purposes and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing with specialization in mathematics and physics; thorough familiarity with the technique of making weather forecasts.

WEATHER FORECASTER, GRADE 2

DEFINITION OF CLASS:

Under direction, to assist in comparing and analyzing reports on weather conditions furnished by Weather Observers; to assist in the compiling of daily weather forecasts, meteorological records and weather charts; under supervision to make special observations in meteorology; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; familiarity with the technique of making weather forecasts; exactitude.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Deputy's Description -- over

WEATHER FORECASTER, GRADE 2

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to prepare weather maps and study and investigate them in relation to the associated weather in order to become proficient in forecasting; to study and investigate forecasting methods; under supervision, to issue weather forecasts; to compile meteorological records and charts required in forecasting; to inspect meteorological stations and instruct observers; and perform other related work as required.

WEATHER FORECASTER, GRADE 1

DEFINITION OF CLASS:

Under direction, to assist in the compilation of daily weather forecasts, meteorological records, and weather charts; under supervision, to plan and tabulate meteorological data for weather forecasts; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; aptitude to receive instruction in weather forecasting; demonstrated ability to correlate and interpret data; good judgment; good hearing; good eyesight.

COMPENSATION:

Annual: $1,920 2,040 2,160.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER OBSERVER AND FORECASTER, GRADE 1

DEFINITION OF CLASS:

To be responsible for making and forwarding reports, of meteorological observations on eye reading and other meteorological apparatus at least twice daily at a meteorological station; to compute mean values from monthly returns submitted by other weather observers within a province; to maintain in operation and take observations from self-recording meteorological instruments; to prepare meteorological tables computed from telegraphic reports, and to post the daily reports and draw the corresponding isobars on a meteorological map; to prepare daily a chalk plate showing tables and isobars for the printer; to furnish information concerning weather conditions; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of experience with physical apparatus, or experience and instruction in a meteorological observatory; knowledge of and experience in reading and adjusting self-recording and other types of meteorological instruments; elementary drafting ability; exactitude and reliability; tact, good judgment, and ability to meet the public.

COMPENSATION:

Annual: $1,560 1,680 1,800 1,920.

For the present this class shall apply to Winnipeg and Victoria.

Approved -- Civil Service Commission
Deputy's Description -- over

WEATHER OBSERVER AND FORECASTER, GRADE 1

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To be responsible for conducting the work of an important meteorological station where eye readings and other observations are made and where in addition daily weather maps, bulletins and local forecasts are prepared and issued; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, preferably with some university training.

WEATHER OBSERVER, GRADE 6 STATION

DEFINITION OF CLASS:

To be responsible for conducting the work of a Grade 6 meteorological station where eye reading and other observations are made, daily weather forecasts received and distributed, and observations made for the accurate determination of time; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; knowledge of and at least one year of experience in the determination of time from astronomical observations; familiarity and experience with various kinds of meteorological instruments and computations; exactitude and reliability.

COMPENSATION:

Annual: $1,620 1,740 1,860 1,980 2,100.

Grade 6 Stations are: Montreal - Quebec - St. John.

Approved -- Civil Service Commission
Deputy's Description -- Over

WEATHER OBSERVER, GRADE 6 STATION

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To be responsible for conducting the work of a Grade 6 meteorological station where eye readings and other observations are made and daily weather forecasts are issued; where accurate time is maintained and distributed and where the necessary astronomical observations are made in connection therewith.

QUALIFICATIONS:

Education equivalent to graduation from a university of faculty of applied science of recognized standing.

WEATHER OBSERVER, GRADE 5 STATION

DEFINITION OF CLASS:

To be responsible for conducting the work of a Grade 5 meteorological station where eye reading and other observations are made and daily weather forecasts and time signals are received and distributed; to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; preferably instruction or experience in a central observatory; some knowledge of and experience with meteorological instruments; exactitude and reliability; tact, good judgment, and ability to meet the public.

COMPENSATION:

Annual: $1,320 1,380 1,440 1,500 1,560 1,620.

Grade 5 Stations are: Kingston, Ont. - Edmonton - Halifax - Sydney - Vancouver.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER OBSERVER, GRADE 4 STATION

DEFINITION OF CLASS:

To be responsible for making and forwarding reports of eye reading and other meteorological observations at least three times daily at a Grade 4 meteorological station, and in addition to receive monthly returns from other weather observers within a province, compute mean values from the returns, and forward them to the central office of the Meteorological Service; to maintain in operation and take observations from self-recording meteorological instruments; to make minor repairs to such instruments; to furnish information concerning weather conditions; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; knowledge of and previous experience with meteorological instruments; ability to make simple computations in connection with weather observations; exactitude and reliability.

COMPENSATION:

Annual: $1,140 1,200 1,260 1,320 1,380 1,440.

Grade 4 Stations are: Moose Jaw.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER OBSERVER, GRADE 3 STATION

DEFINITION OF CLASS:

To be responsible for making eye reading and other meteorological observations at least three times daily at a Grade 3 meteorological station; to maintain in operation and take observations from self-recording instruments such as the barograph-thermograph, hygrograph, sunshine recorder and wind gauge; to be responsible for the care of and minor repairs to meteorological instruments; to prepare and forward reports of observations; to furnish information concerning weather conditions; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; knowledge of and some previous experience with meteorological instruments; exactitude and reliability.

COMPENSATION:

Annual: $400 to $1,000 a year for part time service, depending upon the amount of time required, the importance of the station and the instruments used. For the present the yearly compensation for the various stations in this class shall be as follows:

Banff	$1,000	Winnipeg	$600
Fredericton	600	Wolfville	400
Meanook	600	Woodstock	400
Sherbrooke	400.		

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER OBSERVER, GRADE 2 STATION

DEFINITION OF CLASS:

To read meteorological instruments twice daily at a Grade 2 meteorological station and telegraph such readings by means of code words to a central office; or to assist in the work of a meteorological station; to have charge of and care for such meteorological instruments as thermometers, barometers, hygrometers and wind and rain gauges; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; ability to provide a proper place for exposing meteorological instruments; ability to take observations at 7.45 a.m. and 7.45 p.m. (75th meridian time); exactitude and reliability.

COMPENSATION:

$180 to $600 a year for part time services, depending upon the instruments used and the amount of time required.

Grade 2 Stations are: Anticosti, Que.; Atlin, B.C., Battleford, Sask.; Calgary, Alta.; Charlottetown, P.E.I.; Chatham, N.B.; Cochrane, Ont.; Cranbrook, B.C.; Dawson, Y.T.; Dolbeau, Que.; Doucet, Que.; Father Point, Que., Haileybury, Ont.; Harrington Harbour, Que.; Kamloops, B.C.; Kaslo, B.C.; Kingston, Ont.; Lethbridge, Alta.; Medicine Hat, Alta.; Minnedosa, Man.; Nanaimo, B.C.; Nelson, B.C.; Ottawa, Ont.; Parry Sound, Ont.; Peace River, Alta.; Pitwitonei, Man.; Port Arthur, Ont.; Port Nelson, Man.; Port Stanley, Ont.; Prince Albert, Sask.; Prince George, B.C.; Prince Rupert, B.C.; Qu'Appelle, Sask.; Regina, Sask.; Sanmaur, Que.; Saskatoon, Sask.; Sioux Lookout, Ont.; Southampton, Ont.; South Ft. George, B.C.; Southwest Point; Swift Current, Sask.; The Bermudas; The Pas, Man.; Triangle Island, B.C.; Waterways, Alta.; White River, Ont.; Yarmouth, N.S.; Fame Point, Que.; St. Paul's Island, N.S.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WEATHER OBSERVER, GRADE 1 STATION

DEFINITION OF CLASS:

To make observations of temperature and rainfall daily at a Grade 1 meteorological station and report them by telegraph to a central station; or to assist in making observations at a meteorological station in a part time capacity; to be responsible for the care of thermometers and a rain gauge; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; preferably employment in a regular capacity by a telegraph company; ability to provide a proper place for the exposure of meteorological instruments; ability to keep simple records; exactitude and reliability.

COMPENSATION:

Annual: $120 (part time service).

Grade 1 Stations are: Assiniboia, Sask.; Boissevain, Man.; Brandon, Man.; Broadview, Sask.; Brooks, Alta.; Cardston, Alta.; Coronation, Alta.; Cypress, Man.; Drumheller, Alta.; Dauphin, Man.; Elbow, Sask.; Emerson, Man.; Empress, Alta.; Estevan, Sask.; Foremost, Alta.; Grand Forks, B.C.; Humboldt, Sask.; Indian Head, Sask.; Kamsack, Sask.; Kindersley, Sask.; Lloydminster, Sask.; Maclin, Sask.; Macleod, Alta.; Moosomin, Sask.; Morden, Man.; Penticton, B.C.; Pierson, Man.; Portage la Prairie, Man.; Red Deer, Alta.; Russell, Man.; Swan River, Man.; Vegreville, Alta.; Virden, Man.; Vidora, Sask.; Yorkton, Sask.; Yellow Grass, Sask.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WHARFINGER

(MARINE)

DEFINITION OF CLASS:

A Wharfinger, under the Government Harbours and Piers Act, has charge of the wharf of which he is wharfinger, and collects the tolls and dues leviable in respect of the use of such wharf. His remuneration is determined by the Governor-in-Council, and is retained from the tolls and dues collected by him. The general arrangement is that the wharfinger's remuneration is determined at 25 per cent of the tolls collected by him, but there are many exceptions in cases, for example, where 25 per cent would constitute too large a remuneration, or too small, having regard to the business passing over the wharf.

The Wharfinger is responsible for making the wharf regulations effective, which, in addition to the collection of revenue, includes control of traffic, determination of what material shall or shall not be placed on the wharf, the allotment of berths and the direction, as circumstances require, of the movement of vessels from one part of the wharf to another. The Wharfinger is responsible, also, for the proper care of the wharf and buildings.

Exempt Class

[illegible]

(Notes)

[illegible]:

[illegible]

[illegible]

The [illegible] is responsible for making the [illegible] effective, which, in addition to the maintenance of [illegible], includes [illegible], [illegible] of [illegible], the [illegible] of [illegible] and the [illegible], or [illegible] [illegible], of the [illegible] of [illegible] from one part of the [illegible] to another. The [illegible] is responsible, then, for the proper [illegible] of the [illegible] and [illegible].

WHARF PATROLMAN

DEFINITION OF CLASS:

Under direction, to patrol and guard docks, piers or wharves; and to perform other related work as assigned.

QUALIFICATIONS:

Ability to read and write, and preferably primary school education; some knowledge of water supply systems on docks; integrity; good physical condition.

COMPENSATION:

Annual: $900 960 1,020 1,080 1,140 1,200.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WINCHMAN

DEFINITION OF CLASS:

To take charge, under direction, of the care and operation of winches; making minor operating repairs, and keeping machinery properly oiled and lubricated; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; practical knowledge of winches and other handling apparatus; good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

WIND OBSERVERS
and
CLOUD OBSERVERS

DEPUTY'S DESCRIPTION

These positions are not classified.

The duties are part time and consist merely in taking observations of cloud formation and the velocity and direction of the wind at different elevations and under varying conditions. The time devoted to these observations is very short.

They are paid for the number and duration of observations made in accordance with an approved scale.

(SHIP'S) WIRELESS OPERATOR

DEFINITION OF CLASS:

Under the direction of the Master, to operate and care for a vessel's radio apparatus; to transmit and receive messages in continental Morse or other required codes at a speed of not less than twelve words per minute; to make adjustments to the apparatus; to locate and correct faults and change from one wave length to another; to use and care for the storage battery and other auxiliary power apparatus; to observe international regulations applying to radio communications; to make reports to the Master and the Department; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a valid certificate in radiotelegraphy; at least one year of experience in wireless work aboard a commercial vessel or at a land station; proficiency in spelling and grammar; practical knowledge of the theory of electricity; ability to transmit and receive wireless messages in continental Morse or other codes at twelve or more words a minute; age not more than 40 and preferably not more than 30 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister